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ABSTRACT

This Systems and Procedures Exchange Center (SPEC) flyer/kit addresses some of the needs of Association of Research Libraries (ARL) members regarding library building use and the aesthetics and well-being of the materials and people in the building. The kit draws upon documents gathered as part of a 1986 Quick-SPEC survey that dealt with food and drink, smoking, general building use, and aesthetics. Results of this survey revealed certain trends in library building use: (1) administrators are becoming more sensitive to building aesthetics and are writing policies to regulate them; (2) policies on food and drink in libraries are becoming more restrictive; and (3) management is responding to anti-smoking legislation and sentiment by segregating smokers or through outright ban on tobacco use. The summary of the survey is followed by a more detailed report of the survey results and the questionnaire used; food and drink policies from 16 universities; smoking policies from 14 universities; policies for general building use from 16 universities; and statements on library aesthetics from four universities. These materials were submitted by 36 member libraries. (5 references) (CGD)

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* * *

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spec flyer
#144—May 1988
OMS
Systems and Procedures Exchange Center
ISSN 0160 3582

BUILDING USE POLICIES

During the past two years, a growing number of ARL members have requested information concerning library building use policies, citing interest in issues such as food-and-drink, smoking, aesthetics, building security, disruptive behavior, and emergencies. Some of these requests have come from libraries concerned with the maintenance and upkeep of recently renovated or new facilities. Others are seeing a need for policy development or change because of a heightened awareness of the need to preserve library materials from invasive elements. Still other libraries are interested in reviewing policies regarding patron behavior as part of their management of heavily-used public services and computer facilities.

Whatever the reason, attention to a library building's use and aesthetics, and to the well-being of the materials and people in the building, has been increasing. Two SPEC kits are to be issued this year to address these needs. This kit draws upon documents gathered as part of a 1986 Quick-SPEC survey that dealt with food-and-drink, smoking, general building use, and aesthetics. A subsequent SPEC kit later this year—based on an April 1988 Call for Documents—will cover building security and personal safety issues, including disruptive behavior and emergencies.

After reviewing documents from the surveys, certain trends in library building use seem apparent, namely, that administrators are becoming more sensitive to building aesthetics, and are writing policies to regulate it; that policies on food and drink in libraries are becoming more restrictive; and that management is responding to anti-smoking legislation and sentiment by segregating smokers or through outright bans on tobacco use.

FOOD AND DRINK. The use of food and drink in the library has become a concern in recent years as institutions have become more educated regarding preservation issues. Forty-two of 74 reporting libraries responded that they had developed or changed policies on this issue.

Documented policies include flat prohibitions, designated consumption areas, careful policy explanations directed to the staff with step-by-step procedures for confronting offending patrons, and instances of committees making liberal policies more conservative (but never vice versa).

Getting the message to the public is dealt with in various ways including prohibitive signs at the doors, flyers specifically on the subject of food and drink, comprehensive lists of do's and don'ts, notices in student handbooks, and, at one library, the formation of a grassroots staff organization (HEED - Help Eliminate Eating and Drinking) to produce new ideas for communicating and enforcing policies in constructive ways.

The subject is broached to staff in various ways: formal pages in the policy manual, timely memos, and longer ruminations on the topic complete with examples. Most interesting, perhaps, are well considered behavioral guides to confronting patrons, with pointers for all contingencies.

If any trend is discernible in the submitted material, it is that things are tightening up. For example, two campuses sent documents that described eliminating student lounges within the library—lounges that had been fitted with vending machines. A policy aimed at limiting food, drink, and smoking to these areas was abolished in favor of total exclusion.

SMOKING AREAS. Restrictions on smoking in research libraries have accelerated since 1985. Of 74 reporting libraries, 34 say they have placed or plan to place greater restrictions on smoking. The bulk of documents submitted gives evidence of a measured response to the growing concern over the health hazards of tobacco, as well as the fire hazard. Only one library reported instituting a strict "no smoking" policy in all public areas. Most, reacting to clean air legislation or state executive orders, designate well-segregated smoking areas.

Policy is most consistent regarding public areas. Buildings are carved up into designated smoking and smoke-free areas. One library estimated that in 1973 it allowed smoking in 40% of space allotted to public use—stacks, lobbies, carrels, etc. In 1979, smoking space was reduced to 20% of public areas. In 1985, the smoking area was again reduced by about half.

The attitude toward staff space appears more eclectic. Top management in many libraries apparently leave smoking policy to the discretion of unit administrators, or a consensus of unit staff. Others restrict staff smoking to designated areas.

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Staff rooms or lounges are usually divided into smoking and smoke-free sections.

LIBRARY AESTHETICS. Of 74 replying libraries, ten reported written policies on some aspect of library aesthetics. Such policies reflect a growing recognition of the research library as a cultural center on campus. Replies indicate that aesthetics policies are often prompted by the opening of a new building or wing which is thought to be architecturally or aesthetically distinctive.

On opening an undergraduate library in 1984, one institution established a policy to "encourage and promote the display of art in the library itself as well as on the . . . terraces, sidewalks and landscaped areas." Included were permanent as well as temporary works. The documents establish a committee, and set forth purposes and policy guidelines. Another university, in preparation for occupying a new building, wrote a policy controlling 1) art work and wall displays; 2) plants; 3) display of official memos, directives and the like, and 4) furniture and equipment.

A southwestern university authorized Special Collections to assume responsibility for the furnishings of its original building to provide "examples of early 20th century architecture and design, which are uniquely southwestern. . . [and] have a content value for the social and intellectual history of [the state]."

TWENTY-FOUR-HOUR FACILITIES. The implementation of new policies for building use can become more difficult when libraries operate facilities on a 24-hour, or near-24-hour, status. Queried as to whether they operated a 24-hour study facility, 11 libraries replied yes, 53 no, and 10 during exams only. No documents were submitted on this issue, but comments on the survey forms indicate that quite a few institutions have one unit that remains open until 2 a.m., usually a reserve book room, or an undergraduate library. The next favorite late-closing hour was midnight. In operating extended-hour facilities, libraries must weigh the advantages of providing extended access to library materials, study space, and public computer areas with the need for additional staffing and security support.

NEEDS AND ISSUES. The policies developed by research libraries during the past five years document a move toward more restrictions regarding smoking, food, and drink. At the same time, libraries are just as concerned with positively communicating the rationale for new policies, in order to gain the understanding and willing compliance of staff and users. Several libraries have reported that attempts to monitor and enforce user behavior have proved ineffective and costly. A major responsibility of library administration, then, is to provide clearly-reasoned arguments for policy change, well-developed procedures for implementing and monitoring policies, and suggestions for dealing with patrons in a positive manner.

The need to pay more attention to the preservation of the unique materials housed by research libraries and the growing recognition of research libraries as resources of cultural heritage provide convincing proof for respect and care on the part of staff and patrons. Training staff to understand and communicate this message so that library use is encouraged and enhanced is the challenge that continues to face library management.

The SPEC Kit on Building Use Policies (#144, May 1988) contains a SPEC survey tally (1 page), food and drink policies from 16 libraries, smoking policies from 14 libraries, 16 general building use policies, four statements on aesthetics, and a selected reading list.

* * *

This flyer and kit was prepared by Patrick Coyle, Assistant to the University Librarian, University of California, Los Angeles (1987), as part of the OMS Collaborative Research Writing Program.

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May 1988

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SPEC SURVEY

Spec
Systems and Procedures Exchange Center

Quick-Spec on Building Use • June 23, 1986

Office of Management Studies, Association of Research Libraries
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 • 202-232-8656

OMS

An ARL member library with a new building is establishing policies and procedures for its use. The library has commisssioned this Quick-SPEC survey to learn what policies and procedures your library has established in several areas of building use, and in organizing the security staff to enforce those policies.

Survey Results

1. Does the library have a written policy dealing with any aspects of library aesthetics (e.g. wall hangings)?

10 YES 64 NO

2. Does the library have a written food-and-drink policy?

42 YES 32 NO

3. Is the library building evacuated when electrical power is disrupted, even though fire alarms are functioning and there is natural light?

17 YES 42 NO 15 OTHER

4. Has the library eliminated smoking areas/facilities, or its it considering doing so, due to public demand or legislation?

34 YES 36 NO

5. How does the library arrange current periodicals which in the general collection (not a branch or special collection?

31 By classification number only
14 By classification number for bound volumes, title or main entry for currents .
7 By title or main entry
22 By title only

6. Does the library administer a facility on campus (either within the library or elsewhere) that is open 24 hours a day (or an unusually long period of time)?

11 YES 53 NO 10 EXAMS ONLY

7. Regarding library books drops, how many does your library maintain, and does the library ever close or lock them (e.g., during peak periods when they may be filled up)?

	NUMBER Libraries/Drops	EVER CLOSED? Libraries/Drops
Book drops adjacent to main or branch libraries	65/254	26/119
Book drops remote from main or branch libraries	11/26	5/9

FOOD AND DRINK POLICIES

Campus Memorandum

Brigham Young University

From Sterling J. Albrecht To Full-time Employees Date 8/22/85

Room 3080 HBLL Room

SUBJECT: FOOD IN THE LIBRARY

Many of you have noticed in the minutes of the Library Administrative Council a continuous concern about food in the building. I agreed several months ago to write a memorandum to all full-time employees that would introduce and explain the library's policy on this matter. I have hesitated because I don't feel we should have a policy that cannot be enforced and because I personally enjoy walking around the building and tasting the snacks that seem to be in abundance, especially on Fridays.

Although we don't want to offend any of our employees, we feel the time has come for the policy to be consistent with the signs on the entrance doors. Also, we need to be in agreement among ourselves before we can enforce a policy with our patrons.

During the past year, I have observed carefully what other libraries are doing in this regard. The worst situation I saw was at North Carolina State. The student cafeteria is in the same building as the main library. Patrons go the cafeteria and get what they want and then walk directly into the library with their food and drinks. Needless to say, garbage, spilled drinks, and food particles can be found everywhere. Library personnel were attempting to get this problem corrected when I was there, but the problem has existed for several years.

The best enforcement I saw was at Duke University. At the entrance to the library there are large signs that say, "Food and Drink will be confiscated in this building." Immediately inside the entrance doors there is an eight to ten foot foyer before going through turnstiles into the library. In the foyer, there are large garbage cans with signs on them that say, "Deposit Food and Drinks Here." Anyone caught in the building with food or drink, is asked to leave immediately or the food or drink is confiscated.

Our program is somewhere in between these two. We don't have a cafeteria in the building, we post signs prohibiting food, but we don't do much to enforce the policy. Some of our people work hard at keeping food out of the building while others pretend there is no problem.

On May 13, the Administrative Council listed the reasons for having a policy on food. The list included: grease on the hands, dirt on the carpet, spilled drinks and food on materials, public image and vermin. There has not been a problem with vermin in this building, however, grease, dirt, and food are constantly a problem for the library materials.

In keeping with good common sense and preservation principles, I recommend the following policy for your consideration:

1. No food or drink will be allowed in the public study areas including group study rooms.

2. Food or drink located in the public areas will be confiscated.

3. No food or drink will be allowed in the open work areas of the building. The Employee Lunch Rooms are to be used for departmental parties, birthday celebrations, etc. If the lunch rooms are not large enough for a particular occasion, the Reynolds Room can be scheduled for this purpose.

4. Departmental parties are to be kept to a minimum and not to be held weekly.

5. Employees who bring their own lunches are encouraged to eat them in the Employee Lunch Rooms on level 6 and level 3, however, this does not preclude an employee from staying in his/her own office to eat lunch if the office is not in public view. Individuals who eat in their own offices should make sure that they are not handling library materials and that library materials are not adjacent to their eating area.

6. Employees should always wash their hands thoroughly before returning to work after they have stopped to enjoy food of any kind.

Please review this policy carefully and we will discuss it in the full-time employees meeting on August 28.

Sterling J. Albrecht

pjf
adm1

Policy II . 5

FOOD AND DRINK–LIBRARY PATRONS

The presence of food and drink in other than designated areas increases the possibility of unsightly spills and stains, attracts insects and rodents and may lead to mold and mildew damage to library materials. Once established, infestations of vermin and mold are difficult and costly to eliminate and are frequently transferred to parts of the collection unaffected previously. For these reasons, it is essential to the maintenance and preservation of the collections that the limitations on food and drink stated below be observed.

Library patrons found eating or drinking in other than designated areas will be asked to dispose of their food immediately. Upon continued infraction of this policy the patron may be asked to leave the library.

Food and drink in the Brown University Library are limited as follows:

ROCKEFELLER LIBRARY

No food or drink are allowed in the library, except during receptions.

SCIENCES LIBRARY

No food or drink are allowed in the library, except during receptions.

JOHN HAY LIBRARY

No food or drink are allowed in the library, except during receptions.

PEMBROKE LIBRARY

No food and drink are allowed in the library, except during receptions.

ANNMARY BROWN MEMORIAL

No food or drink are allowed in the library.

Policy II . 8

CARRELS

Carrels are available to Brown University students who are writing a thesis. They are assigned by the Circulation Departments at the Rockefeller and Sciences Libraries.

Students who have been assigned carrels must charge library materials to their carrels. Failure to comply with this policy will result in the loss of carrel privileges. No food or drink may be stored in a carrel.

In the Rockefeller Library all circulating materials may be charged to a carrel. In addition, oversized books classified N-NZ and journals may be charged to a carrel. Books in the "*Rock" collection may be charged to a carrel only if the carrel holder also has a locker in which to put them.

In the Sciences Library all circulating materials may be charged to a carrel.

Only as many volumes as can be placed on the carrel shelves can be charged to the carrel.

Circulating materials can be paged for another patron's use after they have been charged to a carrel for a period of two weeks. These materials are charged out to the requesting patron on a two-week loan and are then returned to the carrel. In the Rockefeller Library, patrons requesting non-circulating materials, books classified N-NZ, and journals are directed to the carrel and asked to use them there.

Regular inventories of carrels and lockers are made by Circulation staff. Any materials not charged, or improperly charged to the carrel will be removed.

■

Policy II . 9

FACULTY STUDIES

Faculty studies are available to members of the Brown University faculty. The studies in the Rockefeller Library are assigned by the Assistant to the University Librarian and the studies in the Sciences Library are assigned by the academic department chairpersons. The list of studies assigned is strictly confidential.

Individuals who have been assigned faculty studies must charge library materials to those studies. Failure to comply with this policy will result in the loss of study privileges. No food or drink may be stored in a faculty study.

In the Rockefeller Library all circulating materials may be charged to a faculty study. In addition, oversized books classified N-NZ and journals may be charged to a faculty study.

In the Sciences Library all circulating materials may be charged to a faculty study.

Circulating materials can be paged for another patron's use after they have been charged to a faculty study for a period of two weeks. These materials are charged out to the requesting patron on a two-week loan and are then returned to the faculty study. In the Rockefeller Library, non-circulating materials, books classified N-NZ, and journals will be paged from faculty studies for building use only by the requesting patron and returned to the faculty study.

Periodic inventories are made of materials in the faculty studies by Circulation staff. Any materials not charged, or improperly charged to the faculty study, will be removed and reshelved.

Policy II . 10

LOCKERS FOR LIBRARY PATRONS

Lockers are available in the Rockefeller, Sciences, and John Hay Libraries for the safe storage of study materials. No food or drink may be stored in a locker.

Lockers are assigned to library users from the Circulation Desks at the Rockefeller, Sciences, or John Hay Libraries, Monday through Friday, 9:00 a.m. to 5:00 p.m.

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■

UCLA
THE UNIVERSITY LIBRARY

March 13, 1984

TO: URL Unit Heads (for section Distribution)

FROM: Russell Shank
University Librarian

Please remind all of your staff of the following:

- They should not eat or drink in public spaces in URL.
- When bringing food or drink into URL, or carrying it around in the building, it should be in paper bags.
- Food and drink should not be kept or consumed near computer terminals or other electronic equipment.

RS:ss

UCLA Library

Administrative Memorandum No. E-5
September 11,1979

FOOD/BEVERAGE CONSUMPTION ON LIBRARY PREMISES

1. Purpose: To state the Library's policy in controlling the consmption of food and beverages on its premises.

2. Policy: Patrons are prohibited from consuming food and beverages on Library premises.

   Library staff members are permitted to bring food and beverages into the library, provided that it is done in an inconspicuous manner and subsequently consumed out of view of the general public. Staff parties are permissible within these same guidelines. It is the responsibility of staff members to dispose of the remains in such a manner as to reduce the possibility of infestation.

3. Implementation: Successful implementation of this policy will be dependent upon the recognition by all library staff members that they share the responsibility for protection of the Library's premises and collections. Only a continuing program of publicity and reminders will enable us to maintain control of the consumption of food and beverages on library premises.

   The implementation of such a program in each library unit should consist of at least the following actions:

   a. Signage at the entrance to each unit prohibiting the introduction of food and beverages onto library premises.

   b. Distribution of library policy statements on this matter to each table, carrel, locker, etc. at the beginning of each quarter.

   c. Request by library personnel that violators leave the premises.

4. Further Action: Should patrons with food and beverages refuse to leave the premises, they should be warned that further action will be taken which might result in their being refused library access for a 72-hour period.

   a. URL--call the Facilities Coordinator, the URL guard, or Campus Security (x51491) to have the patron removed.

   b. Powell Library--call the Powell guard or Campus Security (x51491) to have the patron removed.

c. All other units--call Campus Security (x51491) to have the patron removed.

When feasible, patrons who damage library materials, furnishings or premises will be billed for the damage. Consult the Associate University Librarian for Research & Instructional Services for further instructions in the event that such a situation occurs.

RIVERSIDE: THE UNIVERSITY LIBRARY
RIVERSIDE, CALIFORNIA 92517

September 8, 1983

TO: Nancy Huling

FROM: Joan Chambers
University Librarian

RE: No Food and Drink Policy

The Public Services Discussion Group is authorized to implement their recommendations for informing the campus of our policy of not allowing food and drink in the Library. Some temporary (fall quarter) signs may be necessary as well as an article in the Highlander.

/gn

cc: ULC

UNIVERSITY OF CALIFORNIA — (Letterhead for interdepartmental use)

RIVERSIDE: THE UNIVERSITY LIBRARY
RIVERSIDE, CALIFORNIA 92517

June 1, 1983

TO: Joan Chambers

FROM: Doris Weingart Doris Weingart

RE: Line Officers' Discussion of Library "Food and Drink" Policy

Our line officers' meeting of May 31 produced the following recommendations and suggestions for your consideration:

1. To eliminate the seeming contradiction in our policy that the presence of food and vending machines causes, and to substantially reduce the problem of food and drink in the library, we recommend that vending machines be removed this summer.

2. To provide students returning in the Fall with an explanation of why the library has established this policy and removed the vending machines, we recommend that an explanation be mounted on a sign-board or easel and placed immediately inside the lobby doors. It could remain there for the first few weeks of the quarter. Copies of the explanation could also be placed in the Student Lounge and near the Suggestion Box. A brief article explaining our policy can also be placed in the library insert now being prepared for distribution in an early Fall issue of the Highlander.

3. It was suggested that a display containing books damaged by food and drink be mounted in conjunction with the explanations. The display could also contain photographs showing the litter which accumulates during mid-term and finals weeks.

4. It is recommended that benches be placed along the front walk of the library and/or the patios on the north side of the building be made available to encourage students to use these locations for consumption of food and drinks before entering the library.

5. Line officers recommended that the policy be enforced to the fullest extent possible during upcoming finals week.

Discussion also resulted in two ideas ASUCR might want to consider: 1) placing vending machines in a highly visible outdoor location to recover revenue which will be lost to them when the vending machines are removed; and 2) replacing the present vending machines with machines that dispense pens, pencils, and "white-out", commodities almost as necessary to students as Snickers bars.

Line Officers said that staff in their respective departments would support removal of the vending machines in the Student Lounge, but request that the staff vending machine remain. It was also suggested that staff might enjoy reading the attached questionnaire, supplied by Nancy Huling, in the newsletter. Use might be made of it in publicizing our policy to students.

DW/mj

cc: Line officers

UNIVERSITY OF CALIFORNIA - (Letterhead for Interdepartmental use)

To: ULC for February 8 meeting

RIVERSIDE: THE UNIVERSITY LIBRARY
RIVERSIDE, CALIFORNIA 92517

DATE: 31 January 1983

TO: Joan Chambers

FROM: Nancy Huling

SUBJECT: Food and Potables in the Library

The Public Services Group met on December 22 to consider the issue of the allowability of food and drink in the General Library. The general consensus was that it should not be permitted at all, except perhaps in a designated area. Some members of the group are more offended by the manners, or lack thereof, of our clientele than by the food and drink itself. A lengthy discussion ensued. It was noted that in the past food and drink remainders have been especially noticed during exams. If custodial services continue to be curtailed, it would be in the library's best interests to establish a no food/beverage policy. Mice and cockroaches are attracted to the spoilage and have been seen by staff. It was also suggested that if the library is not realizing a profit from the second floor public vending machines, they should be removed.

It has been mentioned in the past that before we can establish a new policy of this nature we must consult broadly with the campus and campus organization. Because the problem is becoming crucial (a chocolate bar was smashed between the glass of one of the microfiche readers in reference last week), the Group recommends:

> that the Reference Services area, extending from where the card catalog begins and including the Listening Room, be a trial NO FOOD OR DRINK PERMITTED BEYOND THIS POINT section.

The Reference area is logical because it contains expensive computer equipment, costly reference sources, and it has experienced an increase in problems of the piggly nature.

We also recommend that the entire library staff be more cognizant of the problem and limit the food they carry through the door to items that are in bags. In other words, staff should not carry cafeteria trays with food through the front entrance.

If our recommendation is accepted, I suggest that we evaluate it in the middle of the Spring Quarter in order to decide what to do about the rest of the Library. The Group also needs to know what kind of consultation process you think is necessary.

Thank you for your consideration.

NH/zek

Circulation Copies: B. Leach
S. Leung
J. Rothenberger
J. Tanno
D. Vierich
D. Weingart
C. Wurfel

UNIVERSITY OF CALIFO (Verbal for interdepartmental use)

Case Western Reserve University

POLICIES AND ENFORCEMENT PROCEDURES REGARDING FOOD AND DRINK IN UNIVERSITY LIBRARIES

POLICY STATEMENT

I. POLICY FOR PATRONS

1. Food and drink are not permitted in the libraries. (Current exception: food and drink are permitted in the second floor student lounge ONLY at Freiberger Library.)

2. No food or drink (open or closed) may be brought into the library from the outside. **NOTE: Students carrying lunches can check them at the Circulation desk.**

   A. At Sears: Food and drink items may NOT be carried through the library to Kulas Hall by individuals using Kulas Hall. Organizations can arrange for coffee set-up or catering in advance, to be confined solely to Kulas Hall.

   B. At Freiberger: Patrons may NOT bring food and drink into the library for consumption in the second floor lounge, but rather should take advantage of available vending machines there.

II. POLICY FOR STAFF

1. No eating or drinking is permitted in the public service areas (circulation & reference) or any other area open to view by the general public. This includes coffee cups at work desks.

2. Staff may not carry coffee cups, pop cans, trays with food, etc. through the library with the exception of closed lunch bags and Thermos bottles.

3. Absolutely no eating or drinking at computer terminals in any area of the library.

4. Food and drink should be set up prior to scheduled staff meetings. Individuals should NOT bring coffee cups, etc. to a meeting.

2/13/86

Cornell University

John M. Olin Library

FOOD AND BEVERAGE POLICY

1) The consumption of food and beverages in Olin Library is restricted to the two lounges provided for this purpose: the staff lounge on the second floor (room 212) and the custodians' lounge in the subbasement.

   -- The consumption of food and beverages anywhere else in the building, including individual work stations as well as general work or study areas, is prohibited.

   -- Food and beverages purchased, or prepared, within the staff lounge must be consumed there.

   -- Open containers of food or drink, regardless of their source, are not permitted in the halls, stacks, study, or work areas of the building.

2) On those exceptional occasions when it may be appropriate to consume food or beverages in locations other than designated lounges, prior approval must be obtained from the Olin Librarian.

   -- Approval will not be granted for regular or routine celebrations (birthdays, departures, showers, holidays, etc.) or any other gathering which could appropriately be held in the staff lounge.

   -- For any exception which is approved, strict guidelines regulating preparation, consumption, and clean-up will be applied.

3) Foodstuffs are not to be stored for overnight or longer in individual desks, carrels, or departmental closets.

   -- "Brown bag" lunches, or other foodstuffs in closed containers, may be temporarily kept in desks or closets provided they are consumed only in designated lounges and on the same day they are brought into the building.

   -- Dry coffee and tea, provided they are kept in tightly sealed glass or metal containers, may be stored for any length of time in staff desks or closets. However, sugar, powdered cream, and their synthetic substitutes, may not be stored anywhere outside of the staff and custodians' lounges.

4) Returnable beverage containers may not be removed from lounges unless thoroughly rinsed first. Storage of empty beverage containers for overnight or longer is not permitted anywhere within the building.

continued...

5) Library patrons are subject to the same policies as staff.

-- Library staff are expected to take seriously their responsibility to inform library patrons that the consumption of food and beverages is absolutely restricted to the designated lounges and to report to supervisory personnel violations of this policy.

6) Unit and section heads are responsible for ensuring that their staff are familiar with these policies.

-- Department heads will meet regularly with the Olin Librarian to review the facilities and procedures within Olin Library to ensure that current practice is consistent with these policies.

Area No.: 200
Directive no.: 2
Page no. 1 of 1
Issued by: Library Administration

Effective Date: Immediately
Termination Date: Indefinitely
Reference/Document Location:

EATING AND DRINKING

This regulation applies to public areas only in the library and not to private offices or lounges. Since eating and drinking in the building may cause other student's work to be interrupted, consideration for others should be taken into account at all times. Furthermore, the trash left discarded is unsightly, unsanitary, and may cause an increase in insects and/or rodents. Another concern in a library is the possible damage of books. Therefore, eating and drinking should not be allowed in the public areas of the library.

Enforcement of these regulations is the responsibility of the individual department.

Index:
Eating
Drinking

Johns Hopkins University

Policy Statement on Food/Drink in Library

Res. 12/85

The Milton S. Eisenhower Library does not permit food or drink below the top floor (Q level). This is due to the possibility of infestation by various insects and rodents. Either type of infestation can cause serious damage to library materials, both print and non-print.

A staff lounge with cupboards and refrigerator is provided to store food and drink for lunchs and parties. Parties held by library departments should be scheduled for either the Staff Lounge or the Garrett Room.

Northwestern University Library
Staff Announcement Number 876
October 14, 1985

In July, the Task Force on the Food and Beverage Problem, chaired by Stephen Marek, submitted its final report, which was accepted and approved by the Administrative Committee. The following is a summary of the major recommendations of the Task Force along with information on action that has or will be taken for implementation:

1. Retain the vending machines, which "serve a valid and useful purpose," under a system of controls. (Vending machines will be retained unless controls become ineffectual.)

2. Use profits from vending machines to underwrite cost of controls for food and beverage problem. (Instead of turning over profits to the Library, the University provided a separate recurring account to support controls.)

3. Continue to use monitors outside the Student Lounge and add hours for roving monitors to patrol the main Library and Deering. (Both Student Lounge monitoring and roving throughout public areas in main and Deering are scheduled continuously during the following hours: Monday - Friday, 3-5 p.m. and 5-10 p.m.; Saturday 1-5 p.m. and 6-10 p.m.; and Sunday 12 noon - 10 p.m.)

4. Food and Beverage Monitors should avoid confrontational situations and not forcibly confiscate food and beverages. (Food and Beverage Monitors have been given detailed instructions for implementation.)

5. Signs prohibiting food and beverages should be posted throughout public areas and smaller decals should be placed on windows in doors of closed carrels and seminar rooms.

   (Signs and decals have been ordered and will be mounted within the next 30 days.)

6. Publicize the food and beverage problem in the Library, including ads each quarter in The Daily Northwestern and annual staff reminders.

Supervision of the Food and Beverage Monitors during the Fall Quarter is the responsibility of Stephen Marek (Assistant Undergraduate Services Librarian and Newspaper/Microtext Librarian) and as his alternate, Stuart Baker (Poetry/Listening AV Technician). Both wish to encourage you to given them your comments, suggestions and any observations which may help to improve the monitoring system.

This program can be successful only with the full cooperation of all library staff, including student assistants. Each of you is asked to abide by the food and beverage regulations and to be alert to violations by other staff and library users. When you see someone with food or beverages, please follow the procedure below:

1. Politely but firmly state (in a tone which implies that the person is uninformed about the regulations), "Food and beverages are not permitted in the Library outside the lounge areas." Then direct the user to the nearest place of disposal (restroom or plastic waste basket) or to the nearest lounge area if closer or as close.

2. If the library user seems confused or does not appear to be following your directions, offer to dispose of the food or beverage for him or her.

3. Avoid using sarcasm or humor and avoid any confrontation with the user. Never touch the user or take the food or beverage against his or her wishes. If you find yourself growing angry or the user becomes abusive, walk quickly away from the scene. If the user is abusive, notify library security.

These procedures may be unpleasant to follow, but if every employee of the Library is conscientious in following them, we hope that it will become a rare occurrence to observe food and beverages outside of the lounge areas.

Supervisors are asked to distribute copies of this Staff Announcement to all hourly employees (extra copies are available from the Administration Office) and to include these instructions, tailored to your own department or unit, in all future orientation and training sessions for staff and student assistants.

I would like to take this opportunity to formally thank the Task Force on Food and Beverage Problems for their excellent report and ask them to continue to monitor and evaluate these procedures during the coming academic year.

I also wish to extend my appreciation to all staff who have helped enforce the food and beverage regulations during the past year.

John McGowan
University Librarian

UNIVERSITY OF OKLAHOMA LIBRARIES

Policy Statement

POLICY NO. 4

Issuing Unit: Dean's Office

Approval: RMH

Dept. Head: Rodney M. Hersberger

Date: May 13, 1982

Food & Drink Policy

Introduction:

This policy has been developed in an effort to protect library furnishings and equipment and to enhance the preservation of library materials. It applies to the entire library building. A staff lounge is provided on LL2 where staff are encouraged to take breaks and where food may be consumed.

Guidelines:

1. Food is not to be consumed in any work area.
2. Food or beverages are not to be consumed in public view.
3. Beverages must be consumed at one's own work station (unless in public view) or in a lounge; beverages are not to be brought into the Library from the Union or other outside vending area; vending machines are provided in the staff lounge.
4. Parties are to be held in the staff lounge only.
5. Food or drink is not permitted in the computer room, at a computer terminal, typewriter, copy machine, or other equipment.
6. This policy will be reviewed periodically.

THE UNIVERSITY OF OKLAHOMA INTEROFFICE COMMUNICATION

To Library Faculty and Staff *Date* September 6, 1985

From Robert Seal RAS *Subject* Library food and drink policy

As you know, the University Libraries' food and drink policy restricts the consumption of food and beverages to the student lounge on lower level 1 and the staff lounge on lower level 2 in Bizzell Library. The only exception is that library staff may have a beverage at their desk if the desk is in a non-public area. Food and beverages are not allowed at public service desks.

The Libraries continue to experience problems with students and other library users bringing food and drinks into the main library and branches despite numerous "Food and Drink Not Permitted" signs and enforcement of the rules by security guards and other library personnel. In an effort to deal with this problem, a new library policy has been instituted which makes the violation of the food and drink policy punishable by a fine under the Student Code citation system. New food and drink signs will soon be posted which will warn library users of possible fines.

I would like to ask all library staff to help in the enforcement of our food and drink policy. If you see a student or other patron with food or a beverage please remind them of our policy and ask them to go to the student lounge. Also, if you are bringing in a drink or food from the outside, please conceal it in a paper bag or some other container. We cannot expect students to take our rules seriously if we are not playing by the rules ourselves.

Your help is greatly appreciated.

cc: Paul Ruggiers
Gwenn Davis

Sue Harrington
Director, Technical Services
Head, Serials/Microforms

University Libraries Policy Statement

Re: Food and Drink

It is the policy of the University Libraries that food and drink are not allowed in the library with the exception of designated lounge areas. Violation of this policy constitutes violation of the Student Code Title 13.

Enforcement of the policy is accomplished through a citation system and carried out by the Office of Student Development (see attached citation form).

Rev. 3/86

Section 3 E.31
Date issued: May 17,'65. Rev.: May 23,'85 Eating & Drinking in the Library

1. Food and drink are not permitted in the University Library except in prescribed areas. In the branch libraries, eating and drinking are not permitted in public areas. In the Main Library, eating and drinking are permitted in the Student Lounge. (Room 2).

2. When users are observed to be eating or drinking, an employee should inform the person of this policy and request him/her to remove the food or drink.

3. If the user refuses, the employee should tell him/her that the Office of Public Safety will be called. If the person refuses to comply, then the employee should call Public Safety, explain that we have asked the person to abide by Library food and drink policy, and that the person refused to comply.

4. After calling Public Safety, the employee should write a report about the event and forward it through the Department Head to the Assistant University Librarian for Public Safety.

5. Coffee makers are not permitted in faculty studies and graduate student carrels.

6. Staff in all libraries should limit their eating and drinking to the following:

   a. No food or drink to be consumed at public services desks or in the publicly visible work areas.

   b. No food or drink to be consumed in Library work areas or at work stations while library materials are being processed.

   c. Light refreshments, such as coffee or tea, may be consumed in non-public areas not excluded in Aa" and "b" above. In the event of damage to the library materials, records, or equipment, costs may be assessed to the responsible employee.

   d. Occasional receptions may be held in non-public areas as long as they remain occasional and appropriate safeguards to library materials, records, and equipment are taken. The normal place for such activities is the Staff Room.

Note: Food and drink are "controlled" by a posted notice at the entrance to the Library and a notice in the Library handbook:

Food and drink may not be brought into the Library.

University of Rochester Library

No Food and Drink Policy

The presence of food and drink in the Library conflicts with one of the Library's primary goals, that of the preservation of teaching and research materials. Food spills damage books, magazines and other materials. The presence of food and drink also creates an environment that attracts vermin, which feed on glue and paper. Replacing materials which have been damaged is very costly. In many cases they cannot be replaced because they are no longer readily available.

For these reasons, eating and drinking are not permitted in the University of Rochester Library. Concern for the condition of the Library's collections calls for the strict enforcement of a "No Food and Drink" policy. Neither food nor drink should be brought into the Library and none may be consumed in any public area, including public service areas, stacks, smoking and non-smoking lounges, stairwells, elevators, rest rooms, typing rooms and study carrel areas (enclosed or otherwise).

Anyone in violation of this policy will be subject to having the food and drink item(s) confiscated and/or being asked to leave the Library immediately.

(University of Rochester)

HINTS TO H.E.E.D

The consuming of food and beverages in public areas in the river campus libraries has increased dramatically over the last few years. HEED (Help Eliminate Eating and Drinking) was formed to come up with ideas for combatting the problem. Realistically, we don't expect all eating and drinking to disappear overnight, but we do hope to see a substantial decrease.

In order for this to occur we need everyone's cooperation. Of course we don't envision staff going out on patrols, but if you see patrons eating, drinking, or carrying beverages, trays, pizza boxes, etc., etc., please remind them that food and drink are not allowed in the Library.

We realize it is not always easy to approach errant patrons. The following are some suggestions that have worked for others:

--If someone is carrying a can of soda, container of coffee, etc., into the Library, tell them, "Excuse me, we have a no food and drink policy; would you please drink that before coming in?"

--If they are sitting and eating a candy bar in the stacks - "Excuse me, we have a no food and drink policy; please finish quickly and don't bring food in again."

--If they are eating lunch in the Great Hall - Indicate the sign, "Excuse me, did you notice the sign? I'll have to ask you to leave the Library."

Of course, your own judgment will dictate what you say, depending on the particular situation. If they ignore you or are unpleasant don't argue with them. Notify Jerry Alves, or, for those in non-Rush Rhees libraries, your immediate supervisor.

Every staff member is expected to comply with the Library's No Food and Drink Policy in all public areas of the Library. In addition, staff should try to be discreet in transporting food and drink through the Library. Please try to put food and drink in containers or bags when possible. It is particularly important that the staff set an example for our patrons in this regard.

In non-public areas of the Library (such as workrooms, etc.) a decision on whether food or drink may be consumed will be made by the supervisor of that area based on departmental needs.

We hope that the staff's good example on weekdays will carry over to the student staff, so that we will see a comparable food and beverage decrease on evenings and weekends.

THANK YOU! With the entire staff's support and cooperation, we can help protect library materials and make libraries cleaner and more attractive for everyone.

GUIDELINES
FOR HANDLING FOOD/DRINK, NOISE, AND GROUP STUDY PROBLEMS IN PCL

FOOD/DRINK

POLICY

"Consumption of food or drink is not allowed in any public area other than the Refreshment Area (PCL 1.128), or in any area visible from the public areas. Persons found to be consuming such items in violation of this policy may be asked to immediately leave the building with them, take them to the Refreshment Area, or turn them over to a library staff member or security guard. . . . Use of chewing tobacco or snuff is prohibited in PCL." -- PCL Building Use Regulations, May 1983

DEFINITIONS

1. **Violation:** Visible consumption of food or beverages or the visible presence of food or beverages in containers that are designed for immediate use and not preservation or storage. **EXAMPLES:** Actual consumption; open beverage cans or cups (carried or on tables); commercial "fast food" containers.

2. **"Gray Area":** Technically not a violation, but a case where the person needs to be informed about the policy. **EXAMPLES:** Unopened beverage cans or snack foods being carried from the main door or the Refreshment Area to the stacks or reading areas.

3. **Acceptable:** Food or beverages in containers designed to carry them for a long time before they are actually used. **EXAMPLES:** Thermos bottles, lunch boxes, lunch bags kept under cover (in backpacks, briefcases, etc.). Note that these are only acceptable as long as the containers are closed.

PROCEDURES

*** USE DISCRETION IN INTERPRETING AND DEALING WITH EACH CASE!

1. **For violations:** Politely and tactfully inform the user about the policy--"Excuse me, but we don't permit eating and drinking in the library." Offer an alternative--"You're welcome to take this outside or finish it in the Refreshment Area on the

first floor, or I can take it if you like." If the person agrees to leave, stand quietly until he/she picks up the items and begins to move away. If he/she agrees to discard the items, accept them. ALWAYS reward cooperation with a "Thank you"!

2. **For "Gray Area" situations:** Once again, politely and tactfully inform the person and offer an alternative, choosing your words to fit the situation--"Excuse me, but we don't permit eating and drinking in the library; I'll have to ask you to take that Coke back to the Refreshment Area."

3. **If the person asks to see the policy:** State that it's in the PCL Building Use Regulations which are posted on the second floor. Give him/her a copy of the "Information for Users" version of the policy if you can.

4. **If the person asks "why":** Without getting into an argument, you may want to explain that eating and drinking annoy people who are trying to study (the library has received numerous complaints about this), damage books through spills and stains, and attract roaches, silverfish, and other insects that eat books.

5. **If the person refuses to cooperate:** Remember that your job is to inform people, not to argue with them. If the person is plainly not going to cooperate, stay polite but say something like "If you'd prefer, I can call a security guard." Then leave and call the guard station (1-8142). Remember that the guards, not you, should deal with disruptive behavior such as refusal to cooperate with this policy.

NOISE / GROUP STUDIES

POLICY

"All staff and users of the library should respect the rights of others to study in peace, and consequently refrain from making unnecessary noise in study areas. In some situations, such as reference work or library tours, a certain amount of conversation in study areas is necessary and appropriate. Groups of students wishing to study together should use the group study rooms." -- PCL Building Use Regulations, May 1983

DEFINITIONS

1. **Unnecessary noise:** Social conversation that goes beyond what is needed to accomplish the task; conversation that disturbs other library users.

2. **Group study problems:** As the policy states, groups of students who need to talk should use the group studies. Signs posted in the studies further state that groups have priority over individuals for the use of these rooms.

PROCEDURES

*** USE DISCRETION IN INTERPRETING AND DEALING WITH EACH CASE!

1. **For noise problems:** If a library user complains to you or if you notice a situation that clearly violates the policy (loud talking, laughing, etc.), approach the group involved and tactfully inform them about the policy--"Excuse me, but this much noise bothers other people and the library has a policy against it." Offer an alternative--"You're welcome to use a group study room if you need to talk." Make sure the group quiets down, or begins to move toward a group study room, before you leave.

2. **For group study problems:** If members of a group complain to you that an individual is holding on to a group study room and will not let them use it, talk to that person and explain the policy (which should be posted next to the door). There are no reservations for these rooms, and the excuse that the person is waiting for the rest of his/her group is not acceptable. Ask the person to leave the room, and wait until he/she does leave.

3. **If the person/group asks why or wants to see the policy:** Provide a calm, reasonable explanation and offer a copy of the "Information for Users" if you can, but avoid getting into an argument.

4. **If the person/group refuses to cooperate:** Stay calm and don't argue, but say something like "If you'd prefer, I can call a security guard." Then leave and call the guard station (1-8142).

The Library policy states that food and drink
are not to be permitted in the library.
If you bring food or drink into the
library, you will be asked to
take it outside or give it
up to be discarded.

Many books and journals are printed on glossy paper. This gloss becomes glue when it gets wet. If the item is then allowed to dry without treatment, the pages become glued together rendering the item useless. Books and journals with other types of paper are equally subject to damage from liquids. This kind of damage appears as dissolved glue, stained pages, mold and mildew.

Food is a hazard to library materials in another but no less serious manner. Food particles dropped, left on wrappings or thrown away attract insects and rodents both of which are fond of paper, bindings and glue. When foods fall into books they stain pages and attract pests which start on the books as soon as the food is gone.

We ask your cooperation in protecting
your Library materials by
keeping food and drink
out of the library

Thank you

SMOKING POLICIES

Policy II . 6

SMOKING--LIBRARY PATRONS

Library patrons found smoking in restricted areas will be asked to extinguish what they are smoking. Upon continued infraction of this policy, the patron may be asked to leave the Library. Smoking in the Brown University Library is permitted as follows:

ROCKEFELLER LIBRARY

Smoking is permitted in:

1. Exhibition Lounges on Level A and Level 2;

2. Inner Reading Room on Level A;

SCIENCES LIBRARY

Smoking is permitted on the Mezzanine Area and in the Lobby.

JOHN HAY LIBRARY

Smoking is not permitted. An exception may be made to allow smoking in the Front Foyer during receptions.

PEMBROKE LIBRARY

Smoking is not permitted.

ANNMARY BROWN MEMORIAL

Smoking is not permitted.

UCLA
THE UNIVERSITY LIBRARY

June 13, 1985

TO: EXCOMM

FROM: Ruth B. Gibbs RBG nsr
Associate University Librarian
for Research & Instructional Services

RE: URL Smoking Policy

I met with URL unit heads to discuss the attached report on Monday and we came up with the following recommendations for smoking in public areas:

Floor	Smoking Area (cigarettes only)
Level A -	south stairwell area near Special Collections; north hall area near Receiving Room; Receiving Room. (The first two are essentially for the use of TSD "weedies.")
Level 1 -	none
Level 2-5 -	carrels along east wall.

This does not apply to staff areas; policy in these areas is whatever is determined in the unit, after consultation with Rita.

Our implementation policy is as follows:

1) Have signs/stencils done or redone throughout building.

2) Do a bookmark to be distributed at circulation desk.

3) Put a map somewhere of smoking areas.

4) Put information in Library Guide.

5) Memo to the staff immediately.

#1-3 should be in place by August 1, at which point CSO's and staff will inforce rigorously. In the meantime, staff will be asked to comply at once.

Ok?

RBG:nsr
attachment

UCLA
THE UNIVERSITY LIBRARY

May 31, 1985

TO: URL Unit Heads

FROM: Ruth B. Gibbs RBG
Associate University Librarian
for Research & Instructional Services

RE: Proposed Smoking Policy for URL

As a result of the survey last February, Claire Bellanti proposed the attached Smoking Policy for URL. I would like to discuss it at a URL Unit Heads meeting on Monday, June 10, 3:00 p.m. to 4:00 p.m. in the Administrative Conference Room.

RBG:nsr

attachments

43

February 27, 1985

TO: RUTH GIBBS
Associate University Librarian for Research
and Instructional Services

FROM: Claire Bellanti
Head, Circulation Department

RE: Smoking Policy for URL

At your request, I have conducted a survey of the current "smoking" situation in URL and asked public service unit heads to consider the implication of a change in the smoking/ no smoking policy.

CURRENT POLICY

In 1973, Robert Vosper established a smoking policy allocating approximately 60% of the building as non-smoking areas and 40% of the building for smoking areas. In 1979, the proportions were changed by you on Linda Fiero's recommendation. Approximately 80% of the stacks were designated "no-smoking", leaving 20% of the stack areas where smoking was permitted. Copies of the documents promulgating these policies are attached, Appendix I.

At this time, the study carrels on the east side of floors 2 through 5 are designated smoking areas (approximately 120 carrels). The Periodicals Reading Room and the area in front of the Circulation Desk are also set aside for smokers. Faculty studies are not posted. PAS, Reference, the Periodicals Stacks, Special Collections and the remainder of the URL lobby are non-smoking areas.

In surveying the stacks, it is clear that the stick-on study carrel signs, announcing this policy, have been extensively vandalized and are in need of replacement. The "no-smoking" stencils on the perimeter walls are fine, but there are no wall signs at all near interior study carrels.

UNIVERSITY OF CALIFORNIA—(Letterhead for interdepartmental use)

OPTIONS

1. One third of the replies I received from staff were in favor of eliminating smoking in the building entirely. Eliminating smoking entirely is primarily meant to deal with book conservation and safety concerns. However, staff who recommended this option, felt the ban should apply to both public and staff areas. Don Buck says the CSO's could enforce this policy if it were clearly posted.

2. Another third of the replies favored eliminating smoking in the stacks and to providing a separate room for smokers. The following ideas have been proposed:

   (a) Open the GRS reading deck to smokers, providing a glass enclosure to protect URL materials from theft.

   (b) Build an enclosed room perhaps in a corner of the 2nd floor reading area, with ventilation appropriate for a smoking room.

3. The final third of the replies recommended reducing the number of smoking areas and enforcing the current policy. Specifically, smoking could be eliminated in the Periodicals Reading Room and in front of the Circulation Desk, while retaining current smoking areas on floors 2 through 5.

4. A last option is to maintain the status quo, except specifically to eliminate cigar and pipe smoking in the building.

RECOMMENDATION

I recommend that smoking be limited to a separate room in the building. That would contain the smoke, while providing a reasonable space for smokers who must smoke and study at the same time.

I recognize that finding and/or building such a space will be time-consuming. While an enclosed space is in the planning stages, I recommed that we follow option 3: eliminate smoking in front of the Circulation Desk and in the Periodicals Reading Room while leaving intact the east smoking areas in the stacks. Cigars and pipes should be banned altogether. I

recommend that the signs on the study carrels be replaced, and the study carrels and walls cleaned of graffitti opposing the policy. In addition, I recommend that an official statement of the policy should appear in the next Library Guide. Finally, I recommend that the signs outside the public elevators on each floor should clearly state the policy and graphically illustrate the smoking areas.

See Appendix II for proposed temporary smoking areas.

lsh

Appendix I:

Current URL
Smoking Policy

May 31, 1979

TO: Ruth Gibbs, Associate University Librarian, Public Services
FROM: Linda Fiero, Head, Circulation Department
RE: Smoking Policy in the URL Building

Attached is the present URL building smoking policy as it was expressed in 1973. I discussed the URL smoking situation with Don Buck who called the Department of Environmental Health and Safety to ascertain the exsistence of smoking guidelines for public buildings. They know of none. Therefore, what follows is a take-your-pick list of smoking policies for the URL building.

1) Maintain the present 60% non-smoking, 40% smoking ratio.
   - After all, we've had relatively few complaints and the 60%-40% ratio makes a gesture in favor of the clean-air buffs.

2) Maintain the above (60%-40%), but convert the study area in the Southeast section of the second floor to non-smoking.
   - This section is the only communal-type study area in the stacks, and the one which breeds most complaints from non-smokers about smoke.

3) Abolish smoking throughout the building, except in office areas.
   - I don't think this idea is totally out of the question since the collection has reached a highly combustible age (see statistics re: the alarming rate of deterioration of the stacks collection) and since library users, if appealed to, will certainly wish to reduce the possibility of their collection going up in smoke.

4) Establish a "smoking only in the East window study desk areas and in the first floor lobby in front of the loan desk" policy.
   - This policy would change the non-smoking, smoking ratio to approximately 80%-20%. It would perhaps reduce the number of stack wandering smokers, yet allow designated areas both for smoking and relaxing, and for smoking and studying. The collection would be a bit further protected from the possibility of fire and the quality of air in the building in general would improve.

My personal favorite of the above is number four. I am concerned about the danger of fire and would very much like to reduce the instances of "lit" smokers browsing around the dusty, dry old books upstairs. At the same time I feel that some study space and some relaxing space should be allocated to library users who smoke.

University of California, Los Angeles
Office of the Librarian

March 22, 1973

NON-SMOKING AREAS ESTABLISHED IN UNIVERSITY RESEARCH LIBRARY

TO OUR READERS:

Effective on April 1, 1973, non-smoking areas will be established in selected areas of the University Research Library. The new policy comes in response to many requests from library users that clearly designated non-smoking and smoking areas be established in the public areas of the building. The University Administration has also recently urged that the interests of non-smokers be recognized by the establishment of non-smoking areas in all campus buildings.

You will note yellow signs with black print posted throughout the University Research Library which clearly indicate the smoking and non-smoking areas. In general, the western 60 per cent of the building, Floors A through 5, will become the non-smoking area, with smoking permitted in the eastern 40 per cent of all floors.

Specific designations are as follows:

NON-SMOKING:

Floor A:
- Public Affairs Service
- Theater Arts Reading Room
- Special Collections Reading Room

1st Floor:
- General Reading Room (including the Typing Room)
- Reference Room
- Public Card Catalog
- Periodical Stacks
- Microform Reading Service and Copying Service
- Lounge seating area in Lobby just west of New Book Shelf

2nd Floor:
- Oriental Library
- Graduate Reserve Service Stack
- Study desks in the vicinity of the elevator shaft in the new wing

3rd, 4th, and 5th Floors:
- Stack areas, aisles, and seats west of the main elevator shaft
- Typing Room on 3rd Floor (new wing)

All elevators in building

SMOKING PERMITTED:

Floor A:
Hallways
Special Collections Exhibit Area

1st Floor:
Main Lobby (except for one lounge seating area)
Periodicals Reading Room

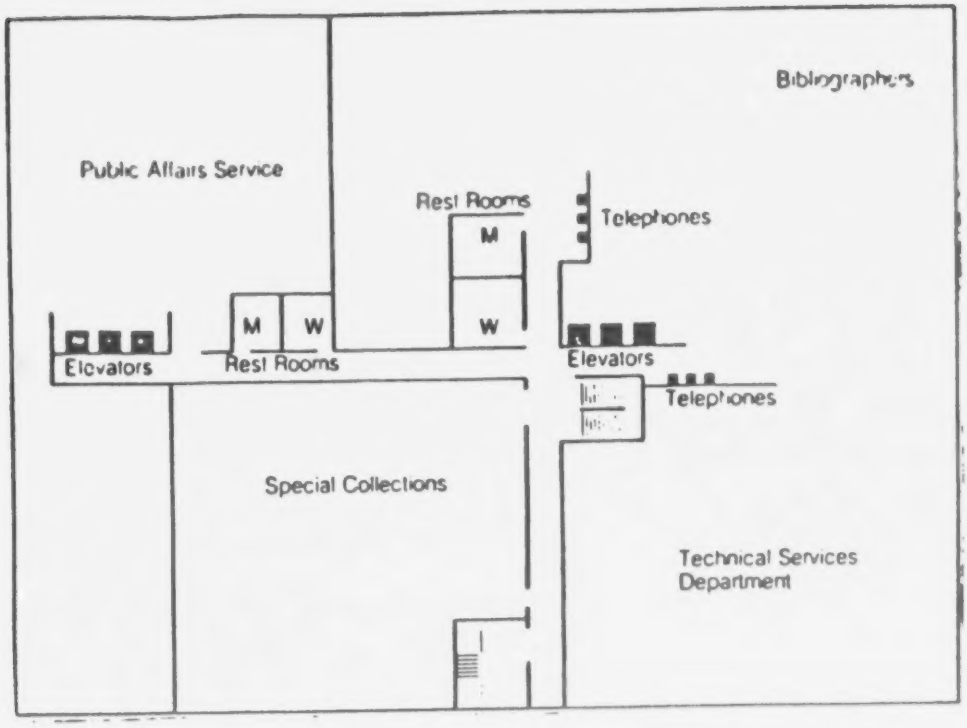
2nd Floor:
All Faculty Studies
Reading areas south and east of the Graduate Reserve Service
Large reading area in southeast corner
Main east-west aisle
Small Typing-Microform Reading Room
Group Study Rooms (smoking permitted at discretion of group using facility)

3rd, 4th, and 5th Floors:
All Faculty Studies
Group Study Rooms (smoking permitted at discretion of group using facility)
Typing Rooms (except on 3rd Floor, new wing)
Aisles and seats east of main elevator shaft
Main north-south aisles in center
Far east end of Doctoral Candidate seating areas

We urge your cooperation in observing these new policies.

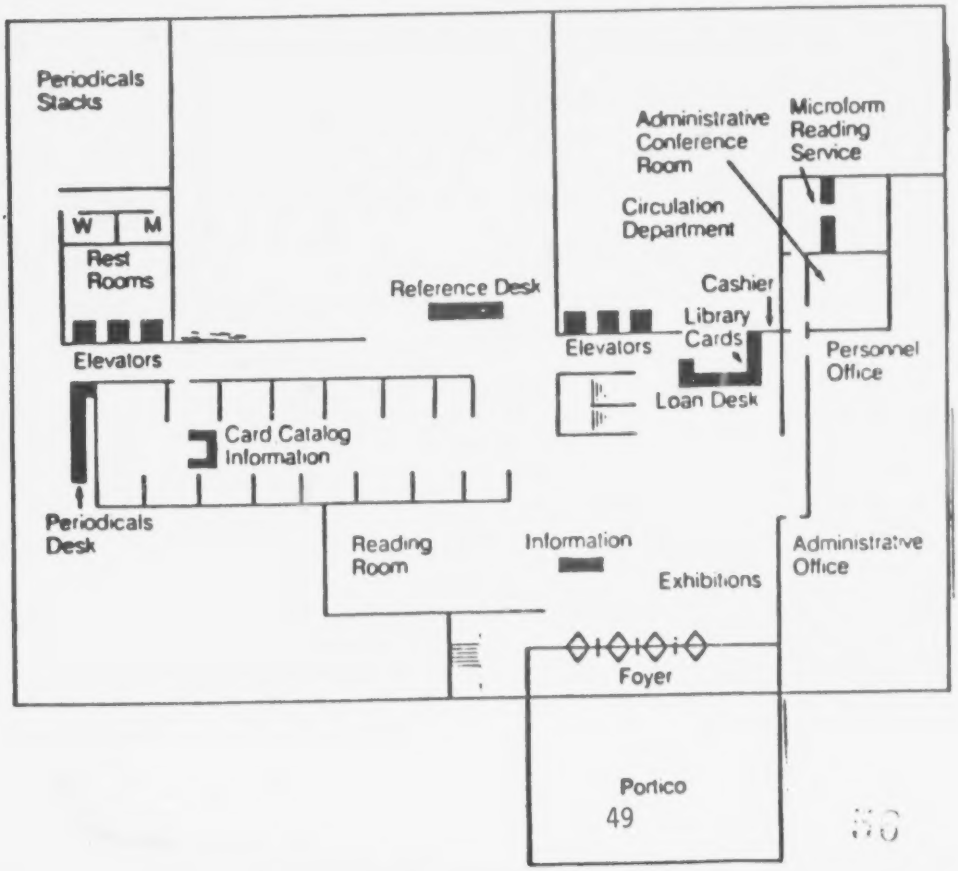
Robert Vosper
University Librarian

RV:sr



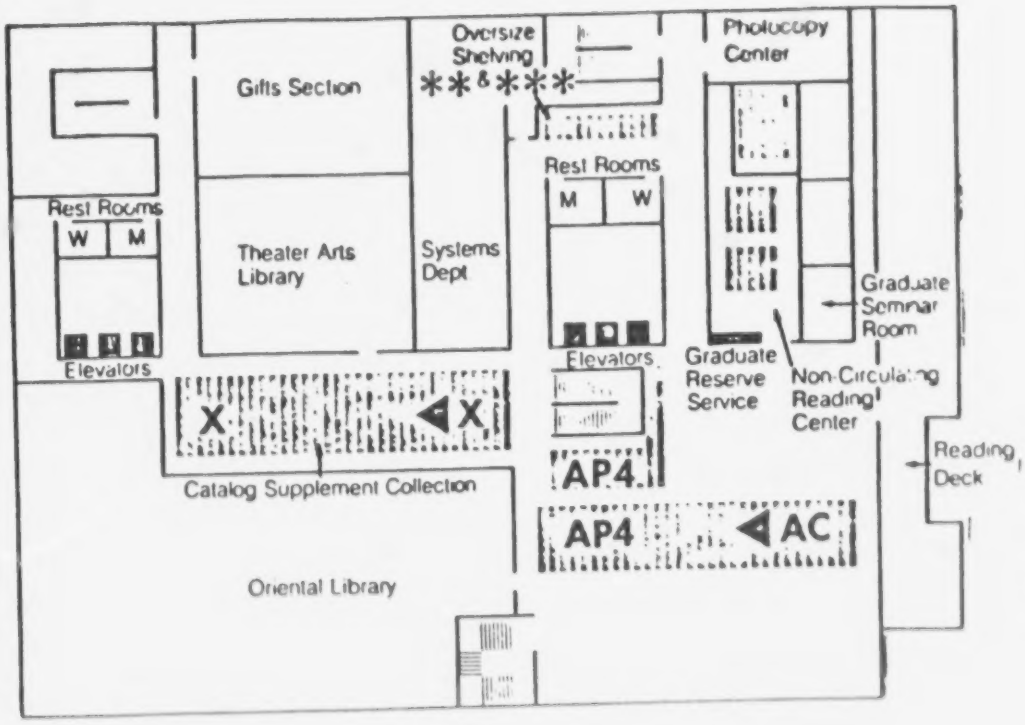
A University Research Library

Floor A



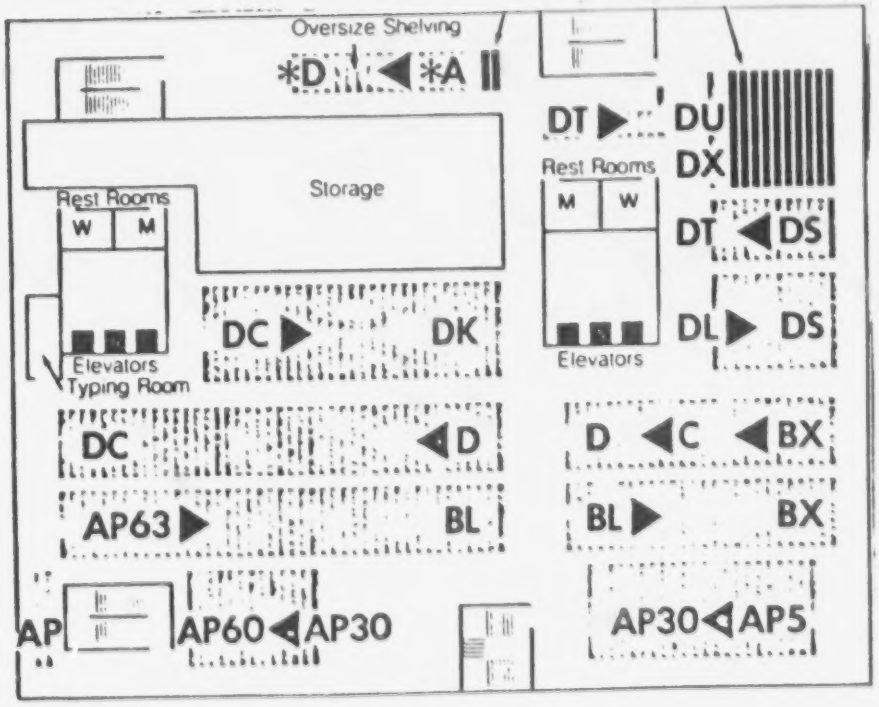
University Research Library

First Floor **1**



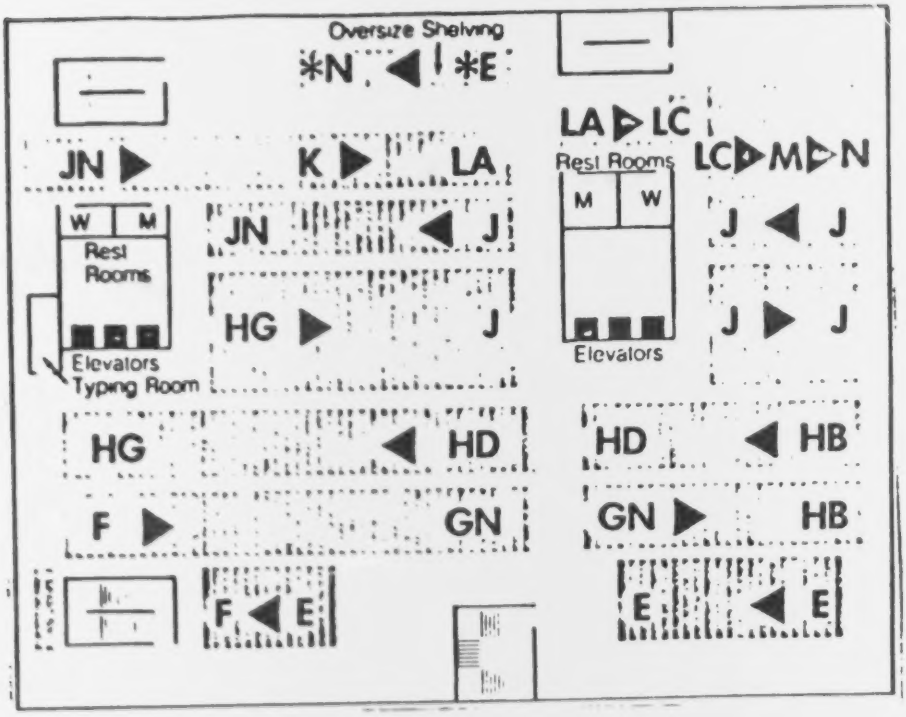
University Research Library

2 Second Floor



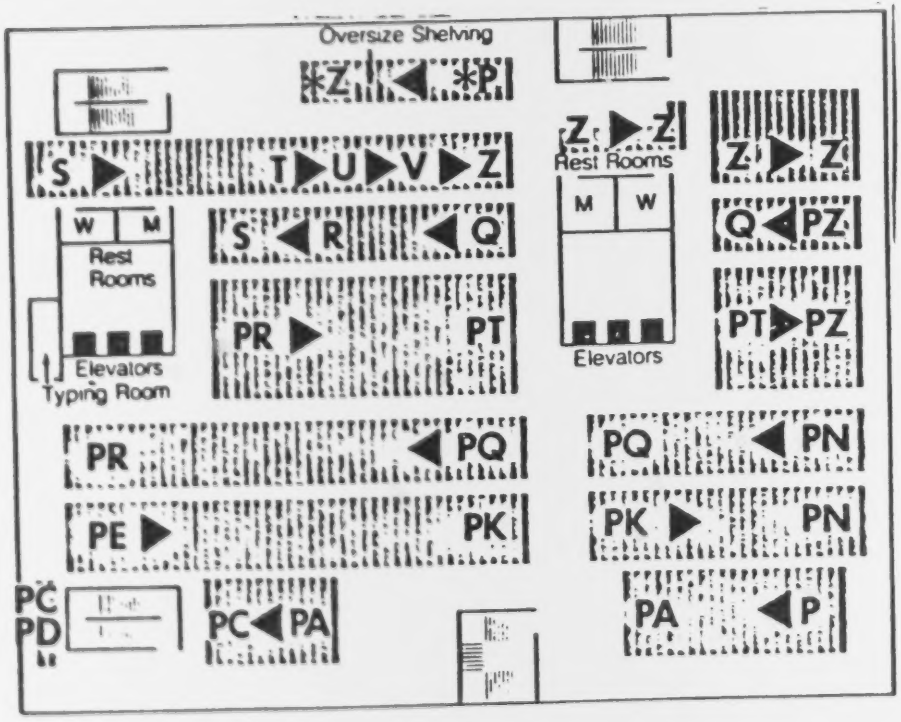
University Research Library

Third Floor 3



University Research Library

4 Fourth Floor

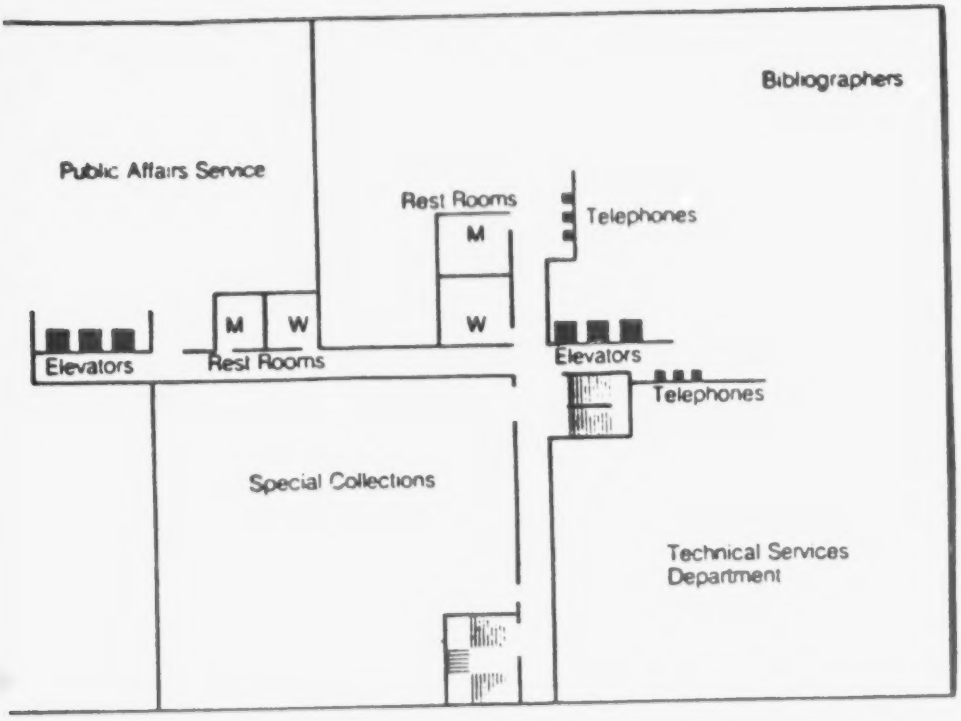


University Research Library

Fifth Floor 5

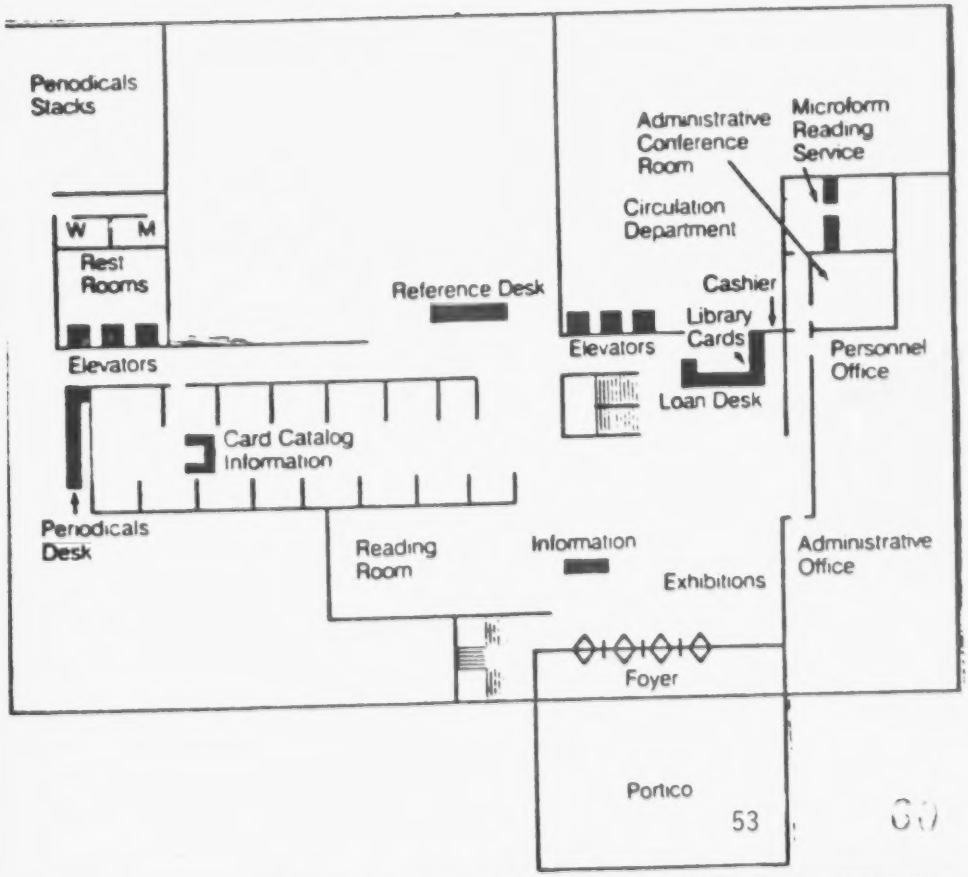
Appendix II:

Proposed Temporary Smoking Areas



A University Research Library
Floor A

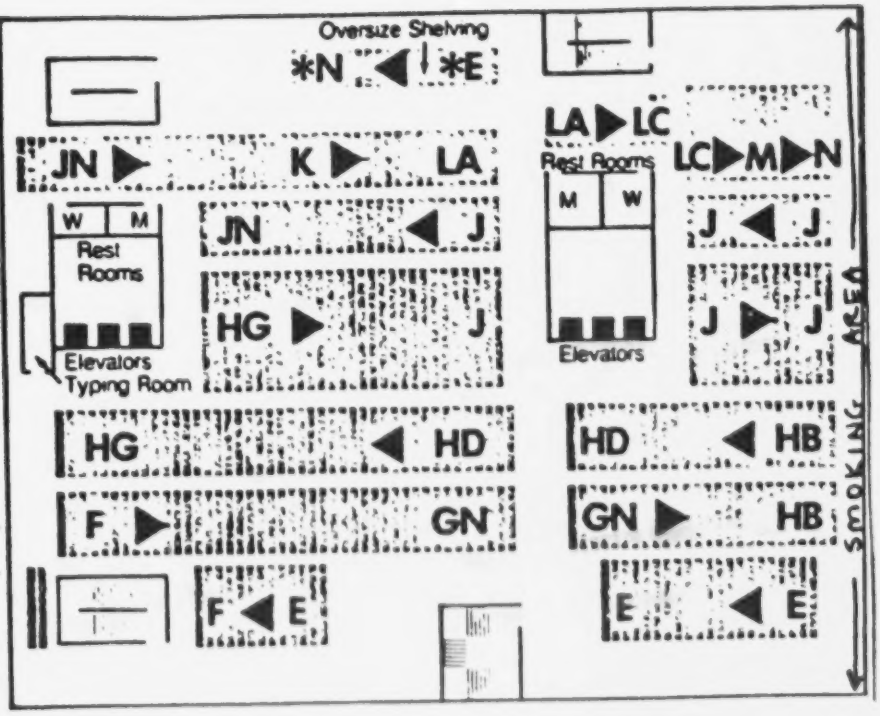
No Smoking Floor



No Smoking Floor

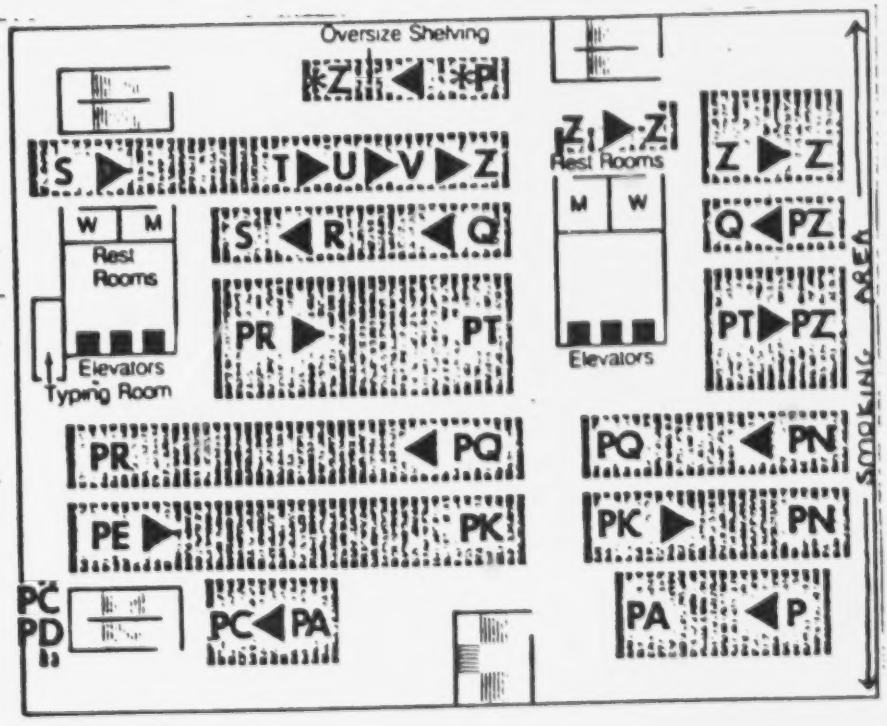
University Research Library
First Floor 1

APPENDIX II - PROPOSED TEMPORARY SMOKING AREAS



University Research Library

4 Fourth Floor



University Research Library

Fifth Floor 5

RIVERSIDE: THE UNIVERSITY LIBRARY
RIVERSIDE, CALIFORNIA 92517

December 3, 1985

RECEIVED
DEC 11 1985
LIBRARY PERSONNEL
OFFICE

TO: All Faculty and Staff

FROM: John W. Tanno
Acting University Librarian

RE: No Smoking Policy for the University Library

Beginning January 2, 1986, the Library will implement a no smoking policy for public areas in the Rivera, Bio-Agricultural, Physical Sciences, Music, and Media Libraries. Complaints regarding smoking in the libraries have significantly increased in the past few years, reflecting a growing awareness and concern regarding the hazards of smoking. Smoking is prohibited in many public buildings now, and this is a growing trend in libraries as well. Most campuses of the University of California do not permit smoking in their libraries, and this change of policy will bring the UCR Libraries into conformance with the practices of other research libraries throughout the nation. While this change will be an inconvenience to smokers, we hope that this inconvenience will be placed in the context of the public welfare.

Your support of the no smoking policy will be greatly appreciated.

/gn

UNIVERSITY OF CALIFORNIA — (Letterhead for interdepartmental use)

UNIVERSITY OF COLORADO, BOULDER
University Libraries
Office of the Director

May 13, 1986

M E M O R A N D U M

TO: Department Heads

FROM: Joan McConkey
Assistant Director
for Administration

SUBJECT: BOULDER CAMPUS SMOKING POLICY

A copy of the Boulder Campus Smoking Policy is attached for you to post in your department. Effective May 15 smoking will be permitted only in the smoking area of the Staff Lounge, the basement public smoking area, and fully enclosed private offices. Library security will enforce the policy in public areas and each department head will be responsible for departmental staff compliance.

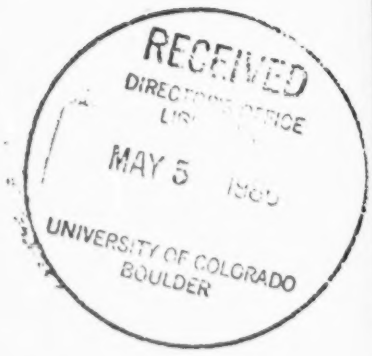
JM/jrl

Enclosure

Campus Box 184 • Boulder, Colorado 80309-0184 • (303) 492-7511

UNIVERSITY OF COLORADO
Office of the Chancellor
Campus Box B-17
Boulder, Colorado 80309

SERIES 1985-86
Memo No. 2



April 21, 1986

MEMORANDUM

TO: Deans, Directors, Department Heads, Building Proctors

FROM: William Baughn
Acting Chancellor

SUBJECT: Boulder Campus Smoking Policy

In light of Governor Lamm's executive order on smoking in state buildings and the Board of Regents March 20 resolution on smoking at the University as relates the potential adverse effects of such smoking on the well-being of other individuals, I asked the Vice Chancellors and the Committee on the Use of University Facilities (CUUF) to review the Boulder campus policy on this matter, and, if necessary, affirm and/or change its policy on smoking. The Boulder Faculty Assembly and the Boulder Campus Staff Council also provided very helpful input.

Effective immediately, and to supersede the 1985 General Procedures Manual "Smoking Policy," the following is the new Boulder Campus smoking policy:

1. There will be no smoking in any Boulder campus building, except as provided below. This includes hallways, classrooms, restrooms, meeting rooms, lobbies, elevators, shops, cafeterias, snack bars, waiting rooms, and other spaces in University-owned or rented buildings and offices.

2. Smoking sections in buildings may be designated in areas with adequate ventilation and separation from non-smokers. Building proctors should work with building occupants to identify such areas and are encouraged to consult with the Department of Environmental Health and Safety (x6025).

3. Smoking will be permitted in private offices and rooms, i.e., those rooms with floor-to-ceiling walls and a door, providing they have adequate ventilation and separation from non-smokers, and it does not interfere with business conducted between the smoker and other individuals. Smoking will be permitted in private offices with more than one occupant if there is unanimous agreement among the occupants.

4. Smoking is completely prohibited in the following high-risk buildings:

Old Main	TB No. 9
Woodbury Building	Hunter Building
Fiske Planetarium	

ENCLOSURE B

ADMIN: 117-85

COLORADO STATE UNIVERSITY LIBRARIES

TO: Libraries Staff

DATE: May 1, 1986

FROM: Director of Libraries Joan Chamberlin

SUBJECT: Smoking Policy

Colorado State University facilities within the City of Fort Collins are covered by the city no-smoking ordinance, "Ordinance No. 23, 1984 of the Council of the City of Fort Collins, Amending Chapter 91 of the code of Fort Collins Regarding Smoking in Public Places."

In order to comply with the provisions of the ordinance, no smoking is allowed anywhere in the Libraries, except that cigarette smoking only is permitted in Room 133, which has been declared a "designated smoking area."

JC:rl

N. Books

The Robert W. Woodruff Library for Advanced Studies

EMORY UNIVERSITY
ATLANTA, GEORGIA 30322

Office of the Director
(404) 329-6861

MEMORANDUM

TO: Library Staff

FROM: Herbert F. Johnson
Director of Libraries

SUBJECT: Smoking Policy Revision

DATE: June 17, 1986

Enclosed is a copy of the revised smoking policy for the General Libraries. This revised policy has been developed by GLEAC and approved by the Directors' Council in response to numerous complaints about the amount of smoke in the Woodruff staff room and in the Woodruff staff restrooms on the main floor. The new policy reflects the fact that the Woodruff staff room has been rearranged to create smoking and non-smoking areas. It also removes the Woodruff staff restrooms from the list of designated smoking areas.

The revised policy is effective June 20, 1986. If you have questions, please contact your GLEAC representative or give me a call.

HFJ/pk

Enclosure

EMORY UNIVERSITY

GENERAL LIBRARIES

Policy on Smoking

Smoking in the General Libraries is to be confined to designated smoking areas.

In Woodruff Library designated smoking areas are the central lobbies of the ground and entry floors, the south end of the Staff Room (near kitchen), public restrooms (on ground floor, entry floor, and stack levels 1-6), and seminar and group study rooms on stack levels 1-6.

In Candler Library smoking is permitted in the second floor classroom/vending area, the staff room, and in restrooms.

In the Chemistry Library smoking is confined to private offices.

Individuals with private offices may permit smoking in their offices at their discretion.

Smoking in conference rooms will be permitted during meetings when, by prior arrangement, designated smoking and non-smoking areas have been established or when the consent of all participants has been obtained.

Sales, service, and other personnel working in the libraries are expected to comply with this smoking policy.

adopted by
Directors' Council
6/17/86
Forms 7/76

University of Illinois--Urbana

Area no: 200
Directive no.: 6
Page no: 1 of 1
Issued by: Library Administration

Effective Date: Immediately
Termination Date: Indefinitely
Reference/Document Location
Based on Campus Administrative
Manual Smoking Regulation,
Section VI-12.

SMOKING REGULATION

Smoking is permitted in private offices, lounges, and certain toilets and corridors provided there is sufficient ventilation and ashtrays or urns are present. Discarding of cigarette butts and other material on the floors or in wastebaskets is a violation of smoking regulations.

Smoking is prohibited at all times in areas posted, "NO SMOKING" or in any area where receptacles for discarding smoking materials are not provided.

Enforcement of these regulations is the responsibility of the individual department.

Index:

Smoking
Fire Hazards

Johns Hopkins University

Smoking Policy

for the

Milton S. Eisenhower Library

In the interest of protecting Library staff and users, Library materials and the Library building, the following policy regarding smoking is in effect:

> Smoking is permitted on Q-Level (except in the main Library Office) and in the Lounge area on D-Level.

In all other staff areas throughout the Library, individual Department Heads will determine smoking restrictions within their respective non-public departmental areas.

Smoking will be prohibited in the Library's restrooms, stairwells, and hallways.

Approved 4/30/84

INTER-DEPARTMENTAL CORRESPONDENCE

KENT STATE UNIVERSITY

KENT, OHIO

TO Dr. Donald L. Tolliver, Director of Libraries

FROM Dr. Terry Roark, Vice President
Academic and Student Affairs

DATE 8/30/84

SUBJECT Smoking in the Library

I am writing to inform you that your recommendation that portions of the library be designated as non-smoking areas has been approved by the President's Cabinet. In implementing this recommendation, please note the following:

1. Enforcement of this regulation will be under University Policy 4-151 (N) which classifies smoking in a designated non-smoking area as a "prohibited activity."

2. For this reason, it will be necessary not only to adequately mark approved smoking areas, but to clearly indicate throughout the library that smoking is prohibited except where otherwise indicated. I suggest you seek the advice of Jim Watson in Legal Affairs to determine the appropriate coverage and visibility of signs.

3. Please designate some of the closed carrels as non-smoking areas. I realize it will be difficult to enforce this designation, but it may enable those individuals with a particular aversion to tobacco smoke—and its residual odor—to be able to conduct their research or study in relative confidence.

If you have any further questions, please contact me.

TR:DR

cc Ted Hallenbeck

LIBRARY SMOKING POLICY

Since Feb. 1, security aids have been enforcing a new smoking policy and existing bans on eating and drinking in the KSU Library.

Smoking in public areas will be prohibited except for the main lobby, restrooms, group discussion rooms and a smokers study area on the second floor along the windows in front of room 221. The area includes 36 carrels and 53 table seats. Appropriate signage has been installed.

Consumption of food and beverages is not permitted in the library.

Students found in violation of library rules, including the damage of library materials, will be given a warning by security aids who patrol the building. A description of the violation will be noted. Further violations may result in a university conduct hearing.

It is important that the library be as conducive for study and research as possible. We also wish to minimize damage to materials from smoke and spillage of food and drink. The detritus which results from consuming food and beverages attracts insects and rodents which can be most harmful to the collection.

Don L. Tolliver, Director
University Libraries

LIBRARY OFFERS TAX FORMS AND HANDBOOKS

A selection of income tax forms and instructions is now available at the Reference Desk on the first floor of the library. This year, the library supplements the usual federal forms (1040; 1040A; 1040EZ; Schedules A, B, G & W) with a set of "reproducible" tax forms which can be xeroxed by anyone needing a rare or hard-to-find form. State and city tax forms will also be available.

Those who wish to take full advantage of the credits, exemptions and deductions allowed by law can consult such publications as *How to Save Time and Money in Filing Your 1984 Personal Tax Returns* or Prentice-Hall's *1984 Year-End Tax Planning Strategies*. While simplified explanations of many complicated tax concepts are proffered in the *1985 Federal Tax Handbook*, immediate help in understanding new tax laws is provided by Commerce Clearing House's *Explanation of the Tax Reform Act of 1984*. A variety of other IRS publications is available for review in the library's Government Documents Division; please inquire at the first floor Reference Desk.

Mary Gaylord, Reference Librarian
KSU Library

RADIO CLUB PRESENTS SCHOLARSHIP DONATION

Trumbull Campus is the recent recipient of a $1,200 scholarship donation from the Warren Amateur Radio Club.

The money was raised from the organization's annual Hamfest, which is held at the campus every August. In accepting the check from Frank Fitzhugh, Hamfest chairman, and Dave Walters, president of Warren Amateur Radio Club, Campus Dean Dennis L. Smith said, "We are pleased with the continuing support of community groups such as the Warren Amateur Radio Club who realize the benefits their scholarship donations bring to students from the local area.

This is the sixth consecutive year that the campus has received a substantial scholarship donation from the Warren Amateur Radio Club.

Joanne L. Matika, Coordinator
Public Information Services

DIETS PROGRAM AVAILABLE

DIETS, a dietary analysis program developed by Dr. R. Michael Jenkins and written by the staff of Computer Assisted Instruction, is available for use in any teaching or research situation requiring a dietary analysis. This program, developed for use in Family and Consumer Studies courses, may also be used by any individual for a personal diet analysis.

To use the program, a person should make a list of the foods (and amounts) eaten over a one-, two-, or three-day period. This list can be made before coming to use the computer. Next, the food names are selected from one of the food groups presented by the computer, and the amount of those items eaten is input. The program will then report the calories, vitamins, salt, minerals, carbohydrates, fat, and cholesterol contained in that amount of those food items. Taking into account the age, sex, size, and usual level of daily activity for each person, the program also shows the percent of the recommended daily amount of vitamins and minerals supplied by this food. In addition, the program suggests appropriate foods to supplement any dietary deficiencies found for each person. The program provides either screen display or printout of the entire analysis.

The program is written for microcomputers and is available for use in the Computer Assisted Instruction Center in the Library. Copies (IBM, Apple IIe, Kaypro, or TRS-80 III) can be made available for use elsewhere for any KSU-related need.

Patrick C. Boyden, Director
Computer Assisted Instruction

SCHOOL OF LIBRARY SCIENCE RECEIVES SCHOLARSHIP GRANT

The H.W. Wilson Company has made a grant of $3,000 to the School of Library Science to permit the award of a scholarship in 1985. Known as the H.W. Wilson Scholarship, this will be awarded in the spring of 1985 to an incoming student in the School of Library Science who plans to study full time during the 1985/86 academic year. No special application forms are required, but letters of application should be sent by March 31, 1985, to A. Robert Rogers, Dean, School of Library Science, Kent State University.

A. Robert Rogers, Dean
School of Library Science

For the Record is distributed monthly to the faculty and staff of Kent State University. Copy to be included should be sent to the Office of Communications Services, 109 Merrill Hall. Items marked **OFFICIAL** *are directives or statements of policy.*

IMPLEMENTING THE INDOOR CLEAN AIR ACT

1. The Act went into effect on January 1, 1986.

2. The Library and its branches are both a "public place" and a "place of employment" as defined by the Act.

3. It is illegal to smoke in No Smoking areas. (See discussion)

4. Certain areas must be designated No Smoking areas. (See discussion)

5. Certain other controls may be imposed. (See discussion)

6. Signs must be posted. (See discussion)

7. The Library has until January 1, 1987 to implement a written smoking policy.

Discussion

3. It is illegal to smoke in No Smoking areas.

   Smoking is permitted in the following areas:

   a. Designated smoking areas.
   b. Fully enclosed spaces occupied entirely by smokers.
   c. Rooms being used for a nongovernmental function where the seating arrangements are under control of the sponsor of the function.

4. Certain areas must be designated No Smoking areas.

   a. The following areas must be No Smoking areas
      i. Elevators
      ii. Nursing aid stations or similar facilities.
      iii. At least one-half of the contiguous floor space and seating capacity in employee lunchrooms and lounges.
      iv. At least one-half of the area of a public place.
      v. At least one-half of the area at any public meeting required by law to be an open meeting.

   b. The employer can not designate the entire work place to be a smoking area.

5. Certain other controls may be imposed.

   a. In places where smokers and nonsmokers work in the same room, the employer must provide "smoke-free work areas to accomodate employees who request such areas....where possible but employers are not required to make structural or other physical changes" to do so.

b. On the request of a client or an employee suffering discomfort from smoke, the person in charge of a public place or public meeting must "make reasonable efforts to secure complicance with the provisions of the Clean Indoor Air Act by...asking smokers to refrain from smoking...."

c. The person in charge must minimize the effect of smoke on adjacent No Smoking areas through the use of existing physical barriers and ventilation systems.

d. The person in charge may prohibit smoking in the entire establishment.

6. Signs must be posted.

a. One of the following signs must be conspicuously posted at all public entrances:
   i. "No Smoking" (if banned in the entire establishment)
   ii. "No Smoking Except in Designated Areas" (if allowed in some areas)
   iii. "Smoking Permitted" (if allowed in the entire establishment)

b. In public places, Smoking Permitted areas shall be designated by "appropriate signs."

c. In places of employment, the employer shall post No Smoking signs in any area designated as a nonsmoking area.

2/25/86 vs - smoking

UNIVERSITY OF OKLAHOMA LIBRARIES

Policy Statement

POLICY NO. 3

Issuing Unit: Dean's Office

Approval: RMH

Dept. Head: Rodney M. Hersberger

Date: May 13, 1982

Smoking Policy

Introduction:

State law prohibits smoking in public areas of certain public buildings including libraries. Smoking lounges which are segregated from library materials have been provided for students on the third and fourth floor stacks. Smoking is also permitted in the student and staff lounges.

1. Smoking is permitted in private offices at the consent of the occupant.
2. Smoking is not permitted in public view under any circumstances.
3. Smoking is not permitted in the computer room or near any computer terminals or other data processing equipment; smoking is not permitted in the Copy Center.
4. Staff members who smoke must do so at their own desk or in a lounge area; carrying a cigarette around a work area is not permitted, in consideration of others.
5. Pipe and cigar smoking are only permitted in a private office.
6. This policy will be reviewed periodically.

UNIVERSITY OF OREGON LIBRARY
POLICY AND PROCEDURES MANUAL

Section 3 T.51
Date issued: Sept. 15, 1968. Revised: May 23, 1985 Tobacco, Use of

1. The Library policy on the use of tobacco is in compliance with the University policy restricting smoking in University facilities (OAR 571-50-005).

2. Chewing of tobacco and dipping of snuff is not permitted in the branch libraries (except in private offices) and is limited to certain designated areas in the Main Library.

3. Smoking of tobacco by Library users and staff is not permitted in the branch libraries (except in private offices) and is limited to certain designated areas in the Main Library.

   a. Smoking in public areas of the Main Library:

      1. The designated area for smoking is a portion of the Student Lounge (Room 2). Smoking also is permitted in faculty studies.

      2. Persons found smoking in other areas are to be asked to move to the Student Lounge.

   b. Smoking by staff is permitted only in private offices, the smoking area of the Staff Room, and the Student Lounge.

"In accordance with the State of New Jersey regulations on smoking and the University policy, there shall be no smoking in the University Libraries except in designated areas. The areas in Firestone Library designated as allowing smoking are: parts of the Staff lounge, the janitor's room on B floor, approximately one-third of the rest rooms, and the Rockey Room. Smoking is prohibited during the basic working day in offices where both staff who smoke and staff who do not smoke work. Smoking is permitted in private offices as long as the smoke is confined only to that area."

Gray Farm Pool (M. Gopel)

We have recently received an announcement addressed to 'Faculty and Staff' from 'Gray Farm Neighbors', regarding openings at the Gray Farm pool. Anyone interested is welcome to see the flyer in the Library Personnel Office.

Staff ID Update (S. Burton)

Just a reminder: All library staff ID's must be updated by July 1, 1986.

RLG/RLIN Reception at the Princeton Club (D. Pearson)

The following invitation has been received: The Board of Governors of the Research Libraries Group, Inc. cordially invites you to a reception for RLG members and RLIN users to be held on Sunday, June 29, 1986 from 6 to 8 o'clock in the evening at the Princeton Club of New York, 15 West 43rd Street, New York City.

(Anyone who goes to the reception won't need to have an invitation in hand. Appropriate dress: coat and tie for men and equivalent for women.)

Staff travel

Helen Sullivan and Anne McArthur recently attended the N.J. chapter meeting of ARLIS (Art Libraries Society) at Rutgers. The session was on art microforms and online searching of art databases.

William Joyce was in Washington, D.C., June 12-15, for the Society of American Archivists spring budget meeting. He is the incoming President of SAA.

CURRENT VACANCIES

See postings for more details, including application deadline dates.

Professional:

Library Computer Systems Administrator
Project Archivist

Library Assistant:

Special Collections Assistant I, 50% time, Salary grade B, Engineering Library
Library Office Assistant II, Salary grade C, Order and Approval Unit
Library Secretary, Salary grade C, Reference and Collection Development Office
Library Office Assistant II, Salary grade C, RLIN Record Maintenance Unit
Special Collections Assistant III, Salary grade E, Western Americana and Historic Maps
Special Collections Assistant IV, Salary grade F, Industrial Relations
Special Collections Assistant II, Salary grade D, Pliny Fisk
Special Collections Assistant IV, Salary grade F, Psychology Library
Special Collections Assistant II, 50% time, Salary grade D, Graphic Arts
Library Clerk II, Salary grade B, Binding and Related Services

THE UNIVERSITY OF TENNESSEE
KNOXVILLE

University Libraries

Office of the Director

MEMORANDUM

TO: All Library Staff

FROM: Donald R. Hunt, Director D. R. Hunt

DATE: June 16, 1986

SUBJECT: Smoking

It is the policy of the University to provide a safe, smoke-free working environment. As of July 1, 1986, smoking must be confined to designated areas. Further information on these designated areas and the new smoking policy are contained in the attached memorandum from Chancellor Jack Reese.

After the inspection of all five library locations with John Shanks, the Environmental Health, and Safety officer, it was determined that it was only possibly to designate one smoking lounge and that is in the Humanities and Social Sciences location of the Undergraduate Library. This will be part of the present staff room and for staff only.

As of July 1, 1986, smoking will be forbidden in all library locations. Exceptions will be in private enclosed offices and the one designated area in H & SS. This rule applies to both patrons and library staff.

We are in the process of attempting to create a smoking lounge in the south end of the current periodicals room in the Main Library. Until such time as this smoking lounge becomes operational, staff and patrons will have no smoking lounge in the Main Library.

All staff are expected to comply with the new smoking policy as of July 1, 1986. Thank you for your cooperation.

DRH:mcj

Main Library / Knoxville, Tennessee, U.S.A. 37996-1000 / (615) 974-4127

THE UNIVERSITY OF TENNESSEE
KNOXVILLE

Office of the Chancellor

February 11, 1986

TO: Deans, Directors and Department Heads

FROM: Jack E. Reese

SUBJECT: Creation of Designated Smoking Areas at The University of Tennessee, Knoxville

Tobacco smoking has been clearly established as a preventable cause of illness. Research indicates that tobacco smoke in confined areas is also a health hazard to nonsmokers. Therefore, The University of Tennessee, Knoxville, which is responsible for providing a safe working environment for its employees, is implementing a plan to confine smoking to designated areas as of July 1, 1986.

Areas where smoking will be permitted include smoking lounges, private enclosed offices, grounds, streets, open-air facilities, lobby areas of sports arenas, designated portions of dining halls and cafeterias, and private rooms in residence halls and rental properties. All other areas of the campus will be considered nonsmoking areas.

An existing environmental safety and health policy requires provision of safe, healthful working conditions. A procedure confining smoking to designated areas will be added to the personnel policies and to the work rules.

At this time please inform employees of our desire to provide them with a safe, smoke-free working environment. As our plans are formulated, I will send you further information. You may call Ed Bennett, Personnel Department (5151), if you have any questions.

WT

527 Andy Holt Tower / Knoxville, Tennessee 37996-0150 / (615) 974-3288

GENERAL BUILDING USE POLICIES

University of Arizona

November 6, 1985

Memo: Sara L. O'Neil to Karen Blank
Re: Library smoking, food and drink policies

Karen:

Below is my suggested statement, per your request, for distribution to patrons at the main library security desk when there are questions concerning library smoking, food and drink policies.

LIBRARY POLICY SPECIFICALLY PROHIBITS FOOD AND DRINK IN THE LIBRARY. This policy extends to and includes the foyer, lobby and security desk areas as well as individual carrels, group study rooms and general study sections of the library.

Smoking in the library is permitted only in designated areas of the library. The complete list of designated smoking areas is as follows: rooms 325 A, 315 B, 411 A, 412 B and 539 B.

These policies are absolute and allow no exceptions. Any questions, comments or suggestions to these policies should be addressed to the library administration.

Karen Blank
Head Loan Department

Boston University

Mugar Memorial Library
771 Commonwealth Avenue
Boston, Massachusetts 02215

University Libraries
Office of the Director
617/353-3710

Your cooperation is requested in recognizing that the library is the primary place for individual study and research for the members of the University community.

The library staff is empowered to assure compliance with regulations supporting the appropriate use of the library, including but not limited to

- a show of current University identification or other applicable identification as a condition of entering the library building
- the maintenance of quiet and nondisruption in the library
- respect for and proper use of the library collection, facilities and equipment
- respect for the rights of other users of the library
- no smoking, and no food or beverages in the library.

It is expected that the staff's requests for compliance with such regulations will be immediately and civilly honored. Failure to comply with such requests by members of the library staff, including student monitors, will be considered a violation of library policy. Sanctions may be imposed, such as temporary holding of identification cards, expulsion from the library, and the denial of library privileges. The Dean of Students will be notified of all disciplinary cases, and may impose further sanctions.

Please note that the University's Code of Student Responsibilities lists as violations of the Code destruction, defacement or theft of University property, including library materials, behavior that endangers the safety of oneself or others, making excessive noise by any means, obstruction of University facilities, and unauthorized presence in University premises. The Code fully supports procedures and sanctions currently in effect at the library.

Specific rules regarding the use of the library follow. Any questions concerning the rules or matters not covered by the rules should be addressed to the Office of the University Librarian.

QUIET on all study floors.

Because of the services provided on the first floor (reference, circulation, photocopy equipment, library tours and exhibits), complete quiet cannot be maintained on that floor. On all other floors of the library, however, library staff will assure that a quiet study atmosphere is maintained; and first floor noise will be kept to a minimum.

Please note that such things as earphone radios and tape players which do not sufficiently muffle sound, loud gum chewing or bubble blowing, and other nonspoken sounds may also be distracting to other library users, and fall within the provisions of quiet and nondisruption in the library.

NO SMOKING.

Smoking is not permitted in the library. This regulation is in force because of safety factors, and in consideration of those library users who are made uncomfortable by the smoke. Because of restricted space availability in the library, it is not possible to establish a separate section for persons who choose to smoke.

Note that restrooms and stairwells are covered by this regulation, as well as the library's entry foyer (between the Security checkpoint and the front doors) and the space between the two sets of front doors.

NO FOOD OR BEVERAGES.

The consumption of food or beverages is not permitted in the library because of maintenance factors of both a short-term nature (spillages damage books, furniture, rugs etc.) and long-term impact (food remnants quickly attract mice and insects which are destructive to the library's collections and are also a potential health hazard). By "not permitted" is intended not only consumption on the premises, but also bringing such items into the library at all.

USE OF LIBRARY MATERIALS.

The library's collections are to be used with care, and in consideration of subsequent users. Some materials, including but not limited to journals and reference materials, may not be removed from the library. Others may be checked out of the library for stipulated time periods which will vary according to the nature of the material and the location from which it is borrowed. Specific borrowing rules are available at all locations which check out library materials.

As a precaution against both intended and unintended unauthorized removal of library materials or other University property from the building, the library is equipped with an electronic security system. In addition, identified library staff at the library's exit may search all bags, briefcases etc. to assure compliance with these regulations.

The Boston University Libraries' administration has established the following policy to protect its collections and other property against theft and mutilation. It is the policy of the Libraries that

I. No library materials may be taken from a library building unless those materials have been properly checked out or other authorization for removal has been given. Taking library materials without authorization will be considered and treated as theft.

II. Cases of theft of library materials will be forwarded to the Dean of Students and will be dealt with according to the Code of Student Responsibilities. Sanctions which may be invoked include warnings, probation, and dismissal from Boston University.

III. An individual may be considered to have committed library theft for any of the following acts:

A. The willful removal or attempted removal of library materials from a library building without authorization.

B. The willful concealment or attempted concealment of library materials on a person or among belongings while on the premises of a library building for the apparent purpose of removing those materials without authorization.

C. The willful substitution of other materials for library materials.

D. The willful removal or alteration of marks, stamps, plates or any other device used to indicate library or University ownership of materials.

E. The willful mutilation of library materials by marking, underlining, removing pages or portions of pages, removing the binding, and/or other means.

F. Failure to return materials to the library following the expiration of the circulation loan period on those materials and/or upon request by the library for return of the materials.

G. Failure to pay the fines and fees levied when library materials are returned after the expiration of the applicable circulation loan period and/or later than requested by the library.

H. Failure to pay the library the value of lost or damaged materials, whether to the library or to another office of the University. The value of the lost or damaged material will be determined by the library, and will include processing charges and other staff costs.

I. Any other act defined as theft of library materials and other property under state and local law.

IV. A person will be presumed to have intended to commit library theft for any of the following acts:

A. The willful concealment of library materials on ones person or among personal belongings while on the premises or in the vicinity of a library building. If library materials are found concealed upon a person or among belongings, it will be considered evidence of willful concealment.

B. The willful removal or attempted removal of library materials from a library building through a window or authorized exit.

C. The willful removal or attempted removal of library materials without properly passing them through the library's exit control detection system.

D. The willful removal or alteration, or attempted removal or alteration of devices placed in library materials for use with the electronic detection system.

E. The willful removal or alteration, or attempted removal or alteration of marks, stamps, plates or any other device used to indicate library or institutional ownership of materials.

V. For the purposes of this policy, library materials are defined as any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microfilm, sound recording, audiovisual materials in any format, electronic data processing records, computer software, artifacts or other documentary, written or printed materials regardless of physical form of characteristics, belonging to, on loan to, or in the custody of the library. This definition includes all University property housed in or intended for use in the library.

VI. If a library employee has probable cause to believe that a person has committed or is attempting to commit theft of library materials, then that employee may prevent the person from leaving the library building and search that individual's possessions.

Activation of the electronic detection system is considered probable cause to believe that a person has committed or is attempting to commit theft of library materials.

VII. Records will be maintained by the library and forwarded to the Office of the Dean of Students on individuals who:

A. Have been referred for University disciplinary action for library theft, whether under the Code of Student Responsibilities or other regulation.

B. Have attempted to commit library theft, including attempts to circumvent the electronic detection system.

C. Have been convicted of library theft.

VIII. The library may restrict the usage of library services and facilities for individuals who

A. Have been referred for disciplinary action for library theft at Boston University or other institutions.

B. Have attempted to commit library theft including attempts to circumvent the electronic detection system at Boston University or other institutions.

C. Have been convicted of library theft at Boston University or other institutions.

University of California--San Diego

CHANGE IN POLICY: EATING, DRINKING, SMOKING
NO LONGER PERMITTED IN THE LIBRARY

We ask your cooperation in a major effort to preserve library materials.

After careful thought, we have decided to remove food and drink vending machines from the lounges on floor 6 of the Central Library. Furthermore, effective July 1, 1984, eating, drinking, and smoking will not be permitted in the Central Library. We ask that you not bring food or drink into the building.

Understanding that this new policy will be inconvenient for some users, we nonetheless feel that it is consonant with one of our first obligations--to preserve research collections for present and future generations of scholars. This new policy brings the Central Library in line with all other libraries on campus and with most academic research libraries, where eating, drinking, and smoking are not permitted.

Vending machines are located in the Third College cafeteria area and near the Sunshine Store. We are told by Third College personnel that food services will be available late at night in the fall.

We appreciate your cooperation in observing the new regulations concerning food and drink in the Library and in helping us preserve priceless library collections.

George J. Soete

George J. Soete
Assistant University Librarian

June 20, 1984
GJS:meb

PS712/6-84

The University of Colorado, Boulder, Libraries
Student Handbook

Library Policies

Borrowing Procedures

IDENTIFICATION: The official University-issued plastic photo ID card (with appropriate semester validation), or other official proof of current enrollment, is required for students to check out library materials.

LOAN PERIODS: Most books in the library system circulate for three weeks.* Those not in demand may be renewed for another three weeks by applying in person. Graduate students may check out books for three months, with renewal privileges. At the dissertation stage, Ph.D. candidates, upon presentation of a letter from the department chairperson or the major advisor, may request a six-month loan of circulating materials.

Periodicals, reference books, rare materials and certain materials marked "limited circulation" may be used only in the library building.

**Library loan periods and policies may vary slightly in branch libraries.*

RECALLS: Materials checked out for longer than three weeks may be recalled for use by another client. Materials needed for *reserve* use may be recalled at any time.

FINES: Materials which are not renewed or returned to the library from which they are borrowed by the time indicated on the "date due" slip are subject to fine. One *courtesy* overdue notice will be sent, indicating the amount of the fine. *Failure to receive a notice will not be considered reason for cancellation of the fine.* After 29 days, overdue materials are declared "lost" (see below: "Lost Books").

The fine schedule is posted at all circulation desks. Fines for failure to return a reserve item or to respond to a recall request are DOUBLE the normal charge. 3

Fines are payable at the University Finance Office. Uncleared library accounts may result in the cancellation of registration rights, graduation rights or the right to a University transcript.

LOST BOOKS: A lost book which has become overdue will be subject to fine until personally reported lost. Materials are declared officially "lost" if not returned 29 days after the time indicated on the "date due" slip. The accrued fine, the replacement cost of the material and a processing fee will be assessed. If, within a reasonable length of time, a lost book is subsequently found, the Finance Office will refund payment for the replacement cost and processing fee upon presentation of a statement from the Library. The fine will not be refunded.

Food and Drink

Not allowed in the Libraries.

Security

The Libraries strive to be a *safe, pleasant, quiet* place for study and research. The Security Unit and library personnel are responsible for maintaining this atmosphere. Violators are subject to disciplinary action.

Smoking

Allowed in designated areas only.

Theft and Mutilation

Theft and mutilation of library materials are state offenses and, therefore, are matters for University disciplinary action. Inspection of books, briefcases and handbags may be requested to ensure that library materials are properly charged out.

IV: A Few Requests

To help the Libraries accomplish their goal of providing superior collections of research materials and facilities conducive to their use, we ask for your cooperation in several ways. These requests, as well as all library policies and regulations, are designed to make our resources as accessible as possible to our users, both present and future.

All library materials are fragile and deteriorate over time, some obviously more so than others. A surprisingly large percentage of resources in a library the size of KU's are quite simply irreplaceable, and most of the rest can be replaced only with considerable difficulty and great expense. Most library materials, being manufactured from organic compounds, interact adversely with light, moisture, and atmospheric pollutants, so it is a sad fact that many of our resources are literally falling apart.

You can help minimize this situation by handling books and other materials with the same care with which you handle your own books, records and tapes, or other valuable possessions. Keeping them covered when they are outdoors, keeping them away from food, beverages, and smoke, and not marking in them or bending their pages and spines are a few basic precautions. Food and drinks can not only stain and warp books and disintegrate their paper, but can attract insects and vermin which thrive on paper. It is almost needless to say that smoking near library materials could lead to a disaster of catastrophic proportions. For these reasons, as well as for our concern over the appearance of the buildings, the Libraries ask you not to bring food or drinks inside, to keep snacks in the snack lounge, and to not smoke, eat, or drink while using library materials, either in the snack lounge or at home.

Mutilating books—for example, ripping out pages, or drawing blocking directions in the Libraries' copy of a play—is offensive and violates the rights of other readers to the free exchange of information and ideas. When you notice a mutilated book or a book in need of repair, please bring it to the attention of a librarian.

Microtext material can also be easily damaged by excessive fingerprints and malfunctioning microtext reading equipment. Likewise, sound recordings need particular care in their use. Bring to the attention of the appropriate librarian any malfunctioning equipment.

In a collection of over two million items, a mis-shelved book is in many cases as good as lost. It may be many years before an inventory of the stacks turns it up, and by that time money may have been spent unnecessarily to replace it. Therefore, when you have pulled a book off of the shelves, do not reshelve it. If you decide not to check it out, either return it to the book return chute in the main lobby, place it on one of the specially designated shelves in the stacks, or leave it on a carrel or table where it can be picked up and

MICHIGAN STATE UNIVERSITY LIBRARIES
Policies and Procedures Statement 11.14 (Rev. 1)
Library Disruptions
January 17, 1986

It is the policy of the University Libraries to maintain a quiet and otherwise appropriate academic atmosphere in order to fulfill its mission to the University.

> "The mission of the MSU Libraries is to support the instructional, research, and public service programs of the University by making information resources available to the students, faculty and staff for their curricular, research and general information needs.

It is incumbent upon library users to assist us in this endeavor by complying with library policies to assure an atmosphere conducive to study and research and by maintaining the lowest possible noise levels.

I. Library Policies

A. NOISE

Many library areas have been identified as "Quiet Study Areas" and library users are expected to act accordingly. Due to the nature of library services, a number of library areas, out of necessity, will be less quiet than others (e.g., reference desk areas and assigned reading service desks). Nevertheless, library users are expected to keep noise levels down to a minimum in all areas.

B. FOOD, DRINK, AND CHEWING TOBACCO

Food and drink are prohibited from being consumed in all library areas except the student lounge on 4-West. The use of chewing tobacco is prohibited in all library areas. The primary purposes of this policy are to preserve a clean and healthy environment within the library and to preserve the physical condition of library resources.

C. SMOKING

Smoking is prohibited in all branch libraries and in the Main Library except in designated smoking areas (E-208, E-308, student lounge on 4-West, and all levels of the West Wing stairwell).

D. OTHER FORMS OF DISRUPTION

A number of other activities, such as rollerskating and skateboarding, are prohibited within the Library in order to provide a safe and quiet atmosphere for study and research. The gathering of petition signatures and other forms of solicitation are prohibited within the Library and must be conducted outside of the Library building. Pets and other animals (excluding guide dogs) are not allowed in the Library.

II. Library Procedures

A. Library users who are identified by library staff as contributing to excessive noise levels or as violating other policies of the MSU Libraries will be asked to desist from such activities.

B. Should the library user fail to abide by the directions of the staff of the MSU Libraries, or should the user resume excessive noisemaking or violation of other policies, the library user may be asked to leave the library.

C. Should the library user fail to leave as directed by the library staff, the Department of Public Safety may be called to handle the situation.

University of Minnesota

WILSON LIBRARY

NO FOOD AND DRINK POLICY

Eating and drinking is not permitted in Wilson Library. No food or drink should be brought into the library and none may be consumed in any public area of the library, including public service areas, stacks, smoking and non-smoking lounges, stairwells, elevators, rest rooms, typing rooms, and study carrel areas (enclosed or otherwise).

The reason for this policy is that food and drink are incompatable with the library's mission of preservation of needed teaching and research materials. Spills and food stains cause rapid deterioration of such materials, resulting in their loss and in significant additional costs to the library for their replacement (when this is possible at all). The presence of food and drink has caused an environment that attracts insects and vermin which damage the paper and glue used in books and periodicals. In addition, the debris generated by eating and drinking in a building of this size multiplies the custodial workload. In this period of limited funding for library materials and operations, these factors are becoming increasingly burdensome to the library and thus to the university, and ultimately to those who support the university with their tuition and taxes. The "No Food and Drink" policy has been in effect since Wilson opened; the present economic climate and the deteriorating conditions of many of our collections make its strict enforcement an increasingly high priority.

Anyone in violation of this policy will be subject to having the food and drink item(s) confiscated and/or to being asked to leave the library immediately.

Please note also that in accordance with the Minnesota Clean Indoor Act of 1975, smoking is prohibited in all public areas of the library with the exception of those specifically posted as "Smoking Permitted" areas. The latter consist of the smoking lounges on the second floor (east end) and third floor (west end), and the smoking lounges attached to the Government Publications room on the fourth floor and the study room in the basement. Smoking is expressly prohibited in <u>all</u> other public areas of the library, including stairwells, rest rooms, typing rooms, and study carrels.

9/82

University of New Mexico
General Library

Rules and Regulations Governing Use of the General Library Facilities

1. Persons using this building shall at all times comply with official signs of a prohibitory or directory nature, e.g., No smoking, Library Employees Only.

2. Conduct in the library which creates loud or unusual noise, which unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, reading areas, book stack areas, officies, elevators or stairways or which impedes or disrupts the performance of employees of prevents the general public and library users from obtaining the services provided in the building is prohibited.

3. Dogs and other animals except seeing-eye dogs shall not be brought into the libraries.

4. Food and drink shall not be consumed in those parts of the building designated public areas except when provided by Library personnel as part of a special program.

5. Persons using any library area may be subject to apprehension and personal search by campus police upon the request of library employees.

6. Bicycles are not permitted in any library area.

UNM POLICE EXTENSION 2241

8/74

NORTH CAROLINA STATE UNIVERSITY | AT RALEIGH

The D. H. Hill Library
Box 5007
Raleigh, North Carolina 27650

LIBRARY POLICIES ON FOOD, DRINK, NOISE AND SMOKING IN THE LIBRARY

The Library should provide an environment that is conducive to serious study and the efficient use of Library resources. Eating and drinking, noise, talking and smoking are offensive to many users and are not conducive to study and reading. With food and drink in the library there is a risk of damage to materials, furniture and carpets as well as accidents because of spills of drinks and ice on the floor and tables. The Library Staff asks the cooperation of students, faculty and other users of the Library in not bringing food and drinks into the Library and in controlling noise and talking in all public areas and not smoking except in designated areas.

I. T. Littleton
Director of Libraries

FOOD AND DRINK IN THE LIBRARY

The possession of food and drinks in any form in public areas of the Library is prohibited. Signs shall be posted in appropriate areas notifying users that food and drink are not permitted in the Library. Staff members on duty at the public entrances shall tell users not to enter with food and drink. Staff members who see users with food and drink are authorized to ask users to dispose of food and drink.

NOISE

It is the official policy of the Library to discourage noise by users in study areas of the Library in order to maintain quiet for study and reading. Signs shall be posted in appropriate areas notifying users that ex ssive talking is prohibited. When necessary, staff members and other users should ask users to cease talking and making noise.

SMOKING

Smokers should respect the rights of users who object to smoking. In the D. H. Hill Library smoking is permitted in lounge areas, in the bookstack tower lobby, and lounge and study rooms on each tower floor and on the first floor of the Erdahl-Cloyd Wing except for the Reserve Room. Smoking is not permitted on bookstack floors, in East Wing study, reference and research areas and in the Media Center and theater in the Erdahl-Cloyd Wing second floor. Signs shall be posted in appropriate locations notifying users that smoking is not permitted. Staff members and other users are authorized to ask users to stop smoking in areas where smoking is not permitted.

UNIVERSITY OF NOTRE DAME
UNIVERSITY LIBRARIES

LPP:81:12
Mar. 2, 1981

LIBRARY POLICIES AND PROCEDURES

SUBJECT: Food and Drink in the Memorial Library

To reduce avoidable maintenance problems and to help ensure the proper preservation of library materials, the following general principles govern food and drink in the Memorial Library building. These apply to all faculty, staff and students working in or using the building.

1. There will be no consumption of food or drink in any public area of the building except the Pit and the Concourse. This includes the elevators and all areas in the Tower and on the 1st and 2nd floors, except in private offices.

2. There will be no carrying of open food or drink through these public areas. Any food or drink being taken to private offices must be covered.

3. There will be no eating, drinking or smoking at any public service desk. Staff who choose to eat, drink or smoke at non-public work stations are responsible for any significant damage to library or university property.

4. The Library Monitor Staff will enforce these regulations directly in all public areas. In the case of non-public work areas, they will advise supervisors of any violations observed. Enforcement in these areas is the responsibility of the individual supervisors.

Approved by FCUL 1/12/81
Approved by LAC 1/14/81

Index: Library Policies and Procedures
Food and Drink in the Memorial Library

THE OHIO STATE UNIVERSITY LIBRARIES
FOOD AND DRINK POLICY
July 1, 1984

Employee Responsibility

This policy has been expanded to include smoking in public areas.

It is the stated policy of the University Libraries that food and drink are not permitted in the Libraries. This being the case, it is the responsibility of all library employees to follow, support and enforce this policy. This does not mean that library employees are to take time from regular duties to look for people who are violating the rule. However, if an employee sees someone with food and/or drink, some action should be taken.

All library employees are encouraged to enforce the policy in all public areas. However, employees are required to enforce it in their work areas. Listed below are the different areas of the Libraries and which department is responsible for enforcing the policy.

I. MAIN LIBRARY

A. Ground Level - Patrons are not allowed in the ground level for the most part (except in restrooms, 8:00 - 5:00 Monday-Friday) so there is no need to delegate specific responsibility in that area.

B. First Floor

1. West end, Room 140. Special Materials and Current Periodicals employees

2. Central Area (Circulation, Reference, Skylight)
North side - Circulation employees
South side - Reference employees

3. Foyer, the former Browsing Room, and Card Catalog area - Library Administration employees

C. Second Floor

1. West end - Room 240
North side - Women's Studies employees
South side - ETC employees

2. South Corridor and Hilandar Room, Room 227
Hilandar employees

3. East Wing, Room 200 and 220, 221
North side - Government Documents employees
South side - History, Political Science and Philosophy employees

I. MAIN LIBRARY (Cont'd)

D. Third Floor

1. Reading Room 320, Middle East, Judaica and East Asian employees

2. Reading Room 300, Latin American; Classics, German, Linguistics & Romance Languages; and East European/Slavic employees

3. North Corridor - International Studies employees

E. All other areas (Main Stacks, Staircases and Landing areas) Circulation Department employees

II. DEPARTMENT LIBRARIES & UNDERGRADUATE LIBRARIES

Each library's head is responsible for determining areas of responsibility for enforcing this policy in his/her library.

III. ACTION TO TAKE

When a library employee sees a person with food and drink, the employee should approach the person to explain the policy using the following sequence:

Step 1

It is library policy that consumption of food and drink is not permitted in the library. Please take it out or dispose of it (pointing out the waste paper cans).

Step 2

Restate that the library policy is no food or drink. If you choose not to take it out or dispose of it, we will ask you to leave.

IF PERSON DOES NOT COMPLY,

Step 3

Since you have chosen not to comply with the rules, you have made yourself ineligible to use this facility and we must ask you to leave.

IF PERSON DOES NOT COMPLY AND DOES NOT LEAVE,

Step 4

May I see your ID card?
Get name and number; (if ID not shown, still proceed as follows) Then go to the nearest work phone and call Campus Security (2-2525) and request assistance. Be prepared to give the following:

- Name and ID of person if possible
- Problem
- Your name
- Location (Room Number and Building Name)

IV. FOOD AND DRINK IN WORK AREAS

The Library Administration recognizes that the problem of food and drink in work areas is a difficult one with which to deal. But it is critical to understand that the policy of no food and drink extends to all employees in public areas, which include work stations not enclosed or otherwise secluded from patron view. In no case are library employees to carry food and drink openly through public areas of any library.

V. PUBLICITY

The policy on food and drink stated by signage will be posted at the entrances of Main Library and at all department and undergraduate libraries.

Library employees involved in User Education activities should employ every appropriate opportunity to educate groups about library policies such as this one. Brochures and handouts about the library will include the policy.

A book mark and table-tent sign that spell out the policy shall be designed; and these should be used especially at the beginning and end of the quarter for at least the Fall, Winter and Spring quarters of 1984/85, and then in the Fall for succeeding year.

V. CONCLUSION

It is the responsibility of every library employee to support, follow and enforce this policy, thus helping to insure a cleaner library with books and other library materials protected from the dangers of food and drink.

CHECKING OUT BOOKS. All borrowers must present a relevant ID card to the circulation attendant when checking out books. Books circulate normally for a period of three weeks and are due on or before the last date stamped in the book. A borrower may renew books in person at the Circulation Desk. Books may not be renewed by telephone or letter.

OVERDUE FINES. Fines for overdue books are imposed to insure that books are returned promptly so they can be available to other library users.

As a courtesy to borrowers, the library sends notices for overdue books. Regardless of whether or not an overdue notice is received, it is the borrower's responsibility to return books on time or to pay the fines. An overdue fine is $.10 per day per book and becomes $5.00 on the 30th day overdue.

If fines are not paid when overdue books are returned to the library, an additional charge of $1.00 will be added to the overdue fines. After books are 30 days overdue, they are declared lost, and the borrower is billed for fines accrued ($5.00), the cost of each book (a minimum of $7.50) plus a $5.00 non-refundable service charge per book.

Fines for overdue reserves are as follows:

Overnight reserves: 50 cents for the first hour and thereafter 50 cents per day per book with no maximum limit.

Other reserves: 50 cents per day per book with no maximum limit.

PAYMENT FOR LOST BOOKS. When a library book is lost, this should be reported promptly at the Circulation Desk, so that overdue fines do not continue to accrue. The charge for a lost book is a minimum of $7.50, or the actual cost of the book, whichever is more. A non-refundable service charge of $5.00 is added to the fines and to the cost of each book reported lost.

When a lost library book has been paid for, and then is found and returned to the library, the cost of the book (or the $7.50 minimum) will be refunded upon presentation of the receipt for payment for the book. Fines and service charges are not refunded.

A library book cannot be purchased. Regardless of whether its replacement cost has been paid, a book remains the property of the University. Anyone claiming to have lost a book simply to keep it can be charged with illegal possession of State property.

SETTLEMENT OF LIBRARY ACCOUNTS. If charges for overdue or lost books are not paid to the library promptly, they will be transferred to the University Treasurer for collection, and an additional administrative fee of $5.00 will be added to the amount due.

A returning student will not be allowed to register unless his account is cleared before registration, and a graduating student will not receive his diploma unless his account is cleared before graduation.

SECURITY CONTROL. As a means of ascertaining that no library materials are inadvertently or intentionally removed from the library without being properly charged out, a security check is maintained at the exit door. Each person leaving the library is requested to show the attendant all books, printed materials, and microforms for examination. Persons carrying briefcases, or any handbag large enough to contain books or magazines, are requested to open these for routine checking by the attendant on duty. At the check-point any person entering or leaving the library should be prepared at all times to present proper identification, upon request of the attendant, to ascertain his right to the use of library facilities.

SMOKING. Smoking is allowed only in lounge areas, the current newspaper room, and the restrooms. Smoking is not permitted in public service areas, research studies, faculty studies, seminar rooms and stack areas.

EATING. Food and beverages are not permitted in the library.

PERSONAL PROPERTY. Users should keep their personal property secure at all times. Billfolds, purses, calculators, slide rules, personal text books, etc. should never be left unattended. The library is not responsible for theft of personal property.

CRIMINAL ACTS. Users who are victims of or witness to criminal acts in the library should immediately notify the nearest library staff member or security personnel at the exit desk on the Main Level who will contact USC Campus Security immediately.

GENERAL REGULATIONS

1. Food and beverages are not permitted in the public areas of the Library.

2. Smoking is permitted only in designated areas in the basement lounge area, the first floor lobby, and the second floor lounge at the Main Library. Smoking is not permitted in the Graduate Library for Public Affairs and Policy.

3. Dogs (with the exception of dogs for the physically disabled) and other pets are not permitted in the Library (9 NYCRR 300.7).

4. No one in the Library has the right to disturb others who are trying to study. Quiet conversations must be confined to the first floor lobby in the Main Library or to the basement study lounge in the Main Library.

5. Periodicals and reference books must be used only in the departments or areas of the Libraries in which they are shelved.

6. Library closing will be announced twenty minutes before the doors are locked. Patrons are expected to have completed all Library transactions by closing time.

7. When leaving the building all Library users must be prepared to permit an inspection of all cases, knapsacks, handbags, and other parcels large enough to contain a book (9 NYCRR 300.29).

The University of Texas at Austin
Perry-Castaneda Library 3.200
Austin, Texas 78712

PERRY-CASTAÑEDA LIBRARY

Building Use Regulations

Revised June 1983

The Perry-Castañeda Library is a large and heavily used facility. The building use regulations were developed to meet the need for guidelines which recognize the rights and comfort of all library users and staff and to help prevent damage to library furniture, equipment and the building.

Food and Drink

Consumption of food or drink is not allowed in any public area other than the Refreshment Area (PCL 1.128), or in any area visible from the public areas. Persons found to be consuming such items in violation of this policy may be asked to immediately leave the building with them, take them to the Refreshment Area, or turn them over to a library staff member or security guard for disposal. Staff and public lounges and vending machines are provided on level 1 (PCL 1.128 and 1.138) as a place for staff and users to take breaks and eat lunches. Staff must not carry food and drink through public areas except in a closed container, sack, or bag.

Use of Tobacco

Smoking is allowed only in designated smoking rooms (PCL 3.120, PCL 4.120, and PCL 5.120), lounge areas (PCL 1.128 and PCL 1.138) and in closed individual staff offices if these offices are not visible from public areas. Smoking is not allowed in larger work or public areas other than those designated for smoking. Smoking is not allowed in rest rooms, stairwells, or lobbies. Smoking in any non-smoking area may activate smoke sensors and set off the fire alarm system.

Use of chewing tobacco or snuff is prohibited in PCL.

Noise in Public Areas

All staff and users of the library should respect the rights of others to study in peace, and consequently refrain from making unnecessary noise in study areas. In some situations, such as reference work or library tours, a certain amount of conversation in study areas is necessary and appropriate. Groups of students wishing to study together should use the group study rooms.

Equipment

The use of radios is allowed only in small closed work areas where they are not audible in public areas, including hallways or reception areas, and only with the permission of the department head. Radios or tape players with headphones may be used only with permission of the department head. The volume on such equipment should be set so as not to disturb other staff or library users. Personal television sets are not allowed in any area of the building.

Personal Plants

Plants and planters are provided by the General Libraries in public areas and some staff areas of the building. A small number of personal plants may be maintained in an individual office or work station with the permission of the department head, but it is essential that all plants be in water-proof containers. No hanging plants are permitted and no furniture will be provided for use as plant tables.

Posting

Bulletin boards are provided in most staff areas including the office panels in Bibliographic Control and other areas. Posters, pictures or other materials should not be taped, tacked, hung or otherwise posted on any wall, window or door. Items may be taped on smooth plastic surfaces or office landscaping within a work station, but not on the "public" or exterior sides of the panels. If needed, arrangements for additional bulletin boards or for hanging pictures should be made through the Special Services Department.

The only public locations in PCL where signs or notices (other than official library items) may be posted are the bulletin board in the Refreshment Area (PCL 1.128) and the "personal messages only" board at the main entrance.

Approved by the Director of General Libraries, June 22, 1983.

POLICY STATEMENT #21

FOOD, DRINK, AND SMOKING POLICY

The purpose of this policy is to decrease damage to books and furnishings, to inhibit infestation of the building and the collection with vermin, to maintain a pleasant and studious environment, and to decrease the cost of housekeeping.

This policy applies in public areas of the Library and to all people, including University staff, faculty, students, and other persons working in or using the Library. Public areas include: group study room, closed carrels, elevators, hallways, restrooms, stairwells, stacks, and study areas.

1. Smoking is allowed only in the student lounge and in the 2nd floor north east wing study area.

2. Food or drink is allowed only in the student lounge.

Enforcement of this policy is the responsibility of the building monitor and the campus security staff.

5/15/84

WASHINGTON UNIVERSITY LIBRARIES

John M. Olin Library

Rules and Regulations

1. The Library Rules and Regulations are designed to promote an atmosphere conducive to study and research and to protect library users and property. Circulation Services permanent and student assistant staff members are responsible for ensuring that the Rules and Regulations are followed. Please follow their instructions regarding proper use of library materials and property. In emergency situations, these staff members will be assisted by the Campus Police.

2. FOOD AND BEVERAGES: For reasons of building maintenance, sanitation and protection of library materials, food and beverages are not to be eaten or drunk in the library. This rule applies to all areas of the library, including classrooms.

3. GROUP STUDY: Group study is permitted only in lounge areas and unoccupied seminar rooms.

4. NOISE: Noise must be kept to a minimum. Lounges on each of the four stack areas are provided for quiet conversation and class breaks. Loud conversation in vestibules, on stairways, in stacks and outside classrooms is prohibited.

5. STAIRWAYS: Safety and fire regulations forbid lingering or sitting on stairways. Books, purses, etc. should not be placed on handrails.

6. SMOKING: Danger of fire and consideration for other library users require that smoking be permitted only in the faculty studies, lounges, vestibules, and that part of the South Reserve Reading Room designated as a smoking area.

7. PETS: Animals, with the exception of seeing eye dogs, are not allowed in the library.

8. IDENTIFICATION CARDS: To assure use of the library by legitimate users, currently validated identification cards are to be shown to library staff members upon request.

9. CHILDREN: Unless accompanied by adults, children are not allowed in the library.

10. POSTERS OR HANDBILLS: Posters or handbills may not be attached to the building, or distributed inside, unless authorized by the Library's Administrative Office.

11. FURNITURE: To maintain the appearance of library furniture, shoes and sandals are to be kept off the furniture. The furniture is not to be rearranged; chairs must not be moved from the study tables to carrels, and vice versa.

12. PERSONAL PROPERTY: Theft of personal property is an ever-present possibility. Do not leave personal property, especially purses and articles of value, unattended anywhere in the library even for a few minutes.

13. CLOSING TIME: At 30 minutes before the closing hour, a bell will be rung three times; this is a signal to prepare to leave the library while there is still time to charge out needed library materials. At 15 minutes before the closing hour, a bell will be rung twice as a final signal to leave the building; please gather your belongings and leave promptly before the closing hour. At 5 minutes before the closing hour, a final bell will be rung to warn that the library has closed.

LIBRARY AESTHETICS

Johns Hopkins University

Policy Statement on Aesthetics

Rev. 12.85

In order to provide a pleasant, uncluttered atmosphere for our patrons and staff, the Milton S. Eisenhower Library has placed controls on the placement of notices. posters, prints, etc. on library walls and other surfaces.

The placing of items of temporary interest in the library will be restricted to those bulletin boards placed on each floor for this purpose. These boards are only for the use of members of the Hopkins community and Hopkins related organizations. Any other person or organiztion desiring to place materials in the library must obtain permission from the Support Services Office.

Items being placed on these boards are to be attached by thumb tacks only. Items too large to be placed on the boards provided may be taped to the wall (masking tape only) next to the bulletin board with the permision of the Building Manager.

Stacks or bundles of news papers or other literature may be placed in the library only after receiving permission from the Building Manager.

Items found in the library not conforming to these rules will be removed immediately and discarded.

Works of art or items intended for long term display in the library may be placed only after receiving prior permission from the library administration. Such items will be considered on an case-by-case basis.

GLOB
V.5,N.37
MARCH 24, 1978

UNIVERSITY OF NEW MEXICO GENERAL LIBRARY

GUIDELINES ON THE POSTING OF SIGNS, NOTICES, POSTERS, ETC.

Purpose -- It is recognized that signs, notices, posters and similar materials should be posted for guidance, instruction and information for library users. In order that the posting of signs, notices, posters, etc. can be controlled in the UNM General Library's facilities, several guidelines have been developed. Their purpose is to limit the number of signs, to protect walls and furniture from damage by tacks, tape, glue and other hanging devices, to insure that color coding of signs contributes to the use of color as a location device and for better decorating purposes and to insure an atmosphere appropriate to a bilingual clientele.

Policy -- The following policies will be used in placing signs in Zimmerman, Fine Arts, and Parish Libraries, and in the Learning Materials Center. (The only exceptions will be temporary signs for hours, or emergency directions which must be approved by the Assistant Dean for Readers' Services.)

1. Signs will be in both Spanish and English whenever possible. One person will be assigned to translate signs into a consistent form of Spanish.

2. No signs, notices, posters, or other similar materials will be placed on pillars, walls, windows, or furniture except as listed below.

   a) Approved permanent graphics may be used on walls, pillars, floors, or ceilings.

   b) Signs may be posted in frames or metal holders.

   c) Signs, notices, or posters may be posted on bulletin boards.

   d) Signs may be placed in wooden holders on tables or cabinets.

   e) Upon approval by the department head or assistant dean, posters may be used for decorative purposes.

3. Signs will be color coordinated.

4. The size of signs will be controlled.

5. Signs at entrances for hours, etc., will be in frames permanently installed.

6. Signs may be hung by string or wire if no damage results.

Procedure -- Requests for signs must be forwarded to the Assistant to the Dean for Management. All requests must have the approval signature of the appropriate assistant dean. All orders for signs will be placed by personnel in Administrative Services.

Approved by Executive Council
February 21, 1978

Policy on Realia * Items

I. It will be the policy of the General Library to acquire realia only under very special circumstances.

II. Realia will be the responsibility of the Special Collections Department.

III. Due to the difficulty of providing security, loans of realia to the library are discouraged.

IV. Gifts of Realia.

A. All gifts must be made without restrictions.

B. Gifts will be evaluated against the following criteria:

1. If considered to have content of value to one of our collections or areas of interest, the realia items will be accepted and indexed.

2. If considered to have decorative value to the library, the realia items will be accepted and indexed by Special Collections.

3. If considered to be of museum quality, but not suited to our objectives, the realia will be accepted if permission can be obtained from both the donor and University authorities to give the items to a museum or suitable tax-supported institution.

4. If considered to have collector's value, but not to meet the criteria in 1, 2 or 3, the realia will be declined or accepted if permission can be obtained from both the donor and University authorities to sell the items.

C. No restrictions will be made on accepting duplicates provided the realia meet the above criteria.

D. On declined items, library personnel will act as consultants to encourage donors to present these materials to a more suitable institution.

E. While no guarantees of protection will be made to donors, it will be the responsibility of the library to see that all realia are properly accepted, maintained in good condition and cataloged by some standard indexing system.

* Realia is defined as, "objects or activities used by a teacher to relate classroom teaching to real life; esp: things (as costumes, tools, objects of worship)" Websters Third New International Dictionary.

V. Original Zimmerman I Furnishings.

A. All original furnishings of this building which are examples of early 20th Century architecture and design and which are uniquely Southwestern in design will be inventoried by the Special Collections Department. The Special Collections Department will assume the responsibility to work with Administrative Services to control and preserve these furnishings.

B. None of these furnishings will be removed from Zimmerman I except when their safety requires temporary removal.

C. All repairs, replacement of parts, refinishing, etc. will be done by a carefully chosen agency whose craftsmen recognize the nature of the pieces and who have experience in renovation of antique furniture.

D. All of these furnishings will be considered to be a part of the library's collection and to have a content value for the social and intellectual history of New Mexico.

THE UNIVERSITY OF OKLAHOMA INTEROFFICE COMMUNICATION

To Library Faculty and Staff *Date* May 18, 1982

From Sul H. Lee *Subject* Library Policies

As we begin occupying our new library addition and prepare for remodeling older facilities, we wish to make every effort to keep our library clean and beautiful for many years to come. The Neustadt Wing is carpeted and well appointed with quality furniture and equipment. The building was designed with comfort in mind to promote the best possible working conditions.

We are also increasingly concerned with the preservation of library materials. Considerable attention will be focused on preservation in the coming months and years. There is a tremendous resource of mankind's accumulated knowledge which is deteriorating rapidly.

We are asking your utmost cooperation in following the attached policies. With everyone's cooperation, we can maintain a quality library facility with a pleasant atmosphere for many years. Thank you.

1.8

OU-129

UNIVERSITY OF OKLAHOMA LIBRARIES

Policy Statement

POLICY NO. _____

Issuing Unit: Dean's Office

Approval: [signature]

Dept. Head: Rodney M. Hersberger

Date: May 14, 1982

1. Art Work, Wall Displays

   A. The Library will attempt to acquire original art work and quality reproductions to be displayed in both public and technical services areas. Such items will be rotated on a scheduled basis.

   B. All art work/wall displays for private offices are subject to the review of the Library Aesthetics Committee and must be properly mounted or framed to be considered for display. Any item to be displayed should be compatible with the decor of the general area and especially with the room in which it is to be displayed. Questions concerning the appropriateness of an item should be addressed to the Library Aesthetics Committee which is responsible both for the review and for coordinating with Physical Plant to have the item properly hung. Due to the many materials and wall surfaces in the Library, both in the old and new sections, the Physical Plant will determine the best method for hanging a picture or print. Individuals will not be authorized to hang their own prints or paintings.

   C. Staff members working in open areas or large departments may have framed or mounted prints they wish displayed in their work area. With the approval of the appropriate department head, the Library Aesthetics Committee will review the items in question and, if approved, will coordinate with Physical Plant to have the items properly hung. Other items such as posters, foldouts, unmounted items, etc., may not be acceptable for wall display but may be appropriate for posting on local bulletin boards. Department heads will be responsible for reviewing such items.

2. Plants

   A. The Library will also attempt to acquire attractive floor plants for placement throughout the building. Typical locations include lobbies, large work areas and offices.

   B. Individual staff members may have plants in their offices or their immediate work areas. However, plants and their containers are subject to the same review as wall displays. The following guidelines should anticipate most problems or questions concerning plants:

      1. All plants must be maintained in a healthy condition.
      2. Appropriate containers must be used; clay pots and non-drip trays are preferred. Other containers will be closely scrutinized.
      3. Each staff member is responsible for his/her plants.
      4. The number of plants in any given area should be kept to a minimum.

5. Plants large enough to be placed on the floor must be approved by the appropriate Department Head and the Committee:
   a. Traffic/work flow must not be impaired
   b. Extreme care must be taken not to water-damage carpet or tile

3. Official Memos, Directives, Personnel Information, etc.

A. Bulletin boards will be provided in departments and in other designated areas for all official departmental, library and university communications.

B. Whenever possible, departments are encouraged to circulate memos for signature rather than post. Items of long term interest are prime candidates for posting.

C. Approval by the department head or appropriate administrator is necessary for all postings. Individual staff members are not authorized to post items on bulletin boards or otherwise display items of a non-official nature (cartoons, calendars, posters, decorations, etc.).

D. Items which are posted should be initialed and dated by the department head or designated representative. It will be the responsibility of the department head or representative to maintain the currency of the bulletin boards and remove all non-current material on a regular basis.

4. Furniture and Equipment

A. Location and maintenance of all furniture and equipment will be a cooperative effort to assure the long term efficiency and aesthetic appeal of the entire library building. The initial placement of furniture and equipment in the new addition will follow a plan submitted by professional designers who were working with input from the library staff. This master plan will stay in effect until changes are made in accordance with the following procedures:

1. Recommendation for change is made by staff member to department head.
2. Department head submits evaluation to appropriate Director.
3. All aspects of proposed change, including telephone requirements, terminal locations, electrical outlets, work flow, etc., will be evaluated by Director. Changes requiring expenditure of funds or interruption in service will be reviewed by Dean of Libraries.
4. Director makes decision on recommendation; coordinates necessary effort to accomplish the change.

B. Equipment and furniture made available by the relocation of staff members to the new addition will be examined and reassigned within the Library system. Some departments and services remaining in the existing building or in the branch locations may receive furniture and equipment of higher quality and in coordinated pieces whenever possible. Once these items are assigned and placed in a given department, the repositioning of furniture or physical reorganization of a department must be in accord with the procedures outlined in 4.A.

C. Beyond the basic services offered by the University custodial crew assigned to the Library, the care of work stations and areas will be the responsibility of individual staff members. Furniture and equipment in both the existing building and the new addition will be maintained equally.

1. Appropriate cleaning agents will be identified and used for the different materials found in furniture and equipment.
2. Nothing is to be taped, glued, stapled or otherwise attached to furniture or equipment.

ART POLICY FOR CLEMONS LIBRARY

I. Purpose

Clemons Library would like to encourage and promote the display of art in the library itself as well as on the Clemons terraces, sidewalks and landscaped areas. Our intention in setting forth this policy is

1) to establish criteria for maintaining a high level of quality for works of art in Clemons Library, and

2) to spell out the rights and responsibilities of the library as related to both temporary and permanent displays of art.

II. Policy

A. All works of art (including paintings, prints, photographs, sculpture, craft works and any other objects of a decorative or aesthetic nature) and proposals for the permanent or temporary display of such works in Clemons Library or on the Clemons terraces, sidewalks or landscaped areas must first be approved by the Clemons Art Committee, described below. The decision of this committee will then be submitted to the Director of Clemons Library and to the Alderman Library general office for review.

The Clemons Art Committee reserves the right to accept or to reject any work or works of art offered or presented to Clemons Library as a gift. The committee also reserves the right to accept or reject gifts of cash which are designated for the purchase of art works for Clemons Library. If a work is accepted for display in Clemons Library, the committee will cooperate as much as possible with the donor's or lender's wishes regarding the hanging or display of the artwork, but the decision as to the placement of all artwork in Clemons Library will be made by the Clemons Art Committee. Donors should be aware that, if circumstances demand, the Clemons Art Committee has the authority to temporarily remove any work of art from display. Any group or individual wishing to express disagreement with a decision of the committee should address their remarks in writing to the committee. The letter will be forwarded with a recommendation from the committee to the Director of Clemons Library.

B. The Art Committee in Clemons Library is composed of the Public Services Librarian and two Clemons or other library staff members appointed by the Director of Clemons Library

C. General guidelines for art in Clemons Library

A major goal of the committee is to develop a collection of works of art which contribute to the ambiance of Clemons Library. The building is a strong statement as it is both a modern, high-tech, functional structure, and at the same time, a design which evokes the natural world by means of earth-tones, large windows and a sense of openness. The brightness of the library interior and the student interaction which the building allows, have combined to create an energetic atmosphere for scholarhip which is unique at the University. Artwork for Clemons Library should enhance this environment. The Committee will pay special attention to works which emphasize the purposes and traditions of the University. It is hoped that such works will express the vitality of the University and of Clemons Library.

In addition to matters of quality and content, there are practical considerations which will enter into the committee's decision: How much wall or floor space is available? Is the artwork likely to be damaged while on display? Will the work interfere with free movement through the library? Groups or individuals are advised to submit a proposal before purchasing a work of art for the library. The response from the committee would set the limits on what is possible and what is needed. The committee can further advise donors on a variety of other practical matters such as framing, art conservation, insurance and standards for identification plaques.

SELECTED READING LIST

Systems and Procedures Exchange Center

OMS

Office of Management Services, Association of Research Libraries
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 • 202-232-8656

SELECTED READING LIST

Friday, B. "Tale of Tiffany Windows: A Library's $250,000 Worth of Stained Glass Windows Still Effects a Reverent Hush." American Libraries 12 (December 1981): 672-75.

Mason, Ellsworth. Mason on Library Buildings, 48-60 (chapter on interior design). Metuchen, N.J.: Scarecrow Press, 1980.

Orr, James McConnell. "Aesthetics." Chap. 8 in Designing Library Buildings for Activity, 73-83. 2d ed. London: Deutsch, 1975.

Pierce, William S. Furnishing the Library Interior, 1-21. New York and Basel: Marcel Dekker, 1980.

Swade, S. "Furnishing Your Library: An Interview with an Expert." Ohio Media Spectrum 37 (Spring 1985): 38-39.